REPORT RESUMES

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THE EMPLOYMENT ASPECT OF HOME ECONOMICS EDUCATION, A SELECTIVE BIBLIOGRAPHY WITH ANNOTATIONS.

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DESCRIPTORS- *ANNOTATED BIBLIOGRAPHIES, *OCCUPATIONAL HOME ECONOMICS, *REFERENCE MATERIALS, SECONDARY SCHOOLS, POST SECONDARY EDUCATION, *PROGRAM DEVELOPMENT, FEMALES, SLOW LEARNERS, WORKING WOMEN, VOCATIONAL EDUCATION,

PREPARED TO PROVIDE INFORMATION HELPFUL TO TEACHERS, TEACHER EDUCATORS, SUPERVISORS, AND ADMINISTRATORS, THIS ANNOTATED BIBLIOGRAPHY CATEGORIZES REFERENCES INTO--(1) BASES FOR EMPLOYMENT EDUCATION, (2) EMPLOYMENT SITUATION, (3) EMPLOYMENT EDUCATION, JUNIOR AND SENIOR HIGH SCHOOL, (4) EMPLOYMENT EDUCATION, POST-HIGH SCHOOL, AND (5) EMPLOYMENT EDUCATION FOR SLOW LEARNERS. BECAUSE REFERENCES DEALING DIRECTLY WITH EMPLOYMENT EDUCATION ARE LIMITED, MANY OF THOSE INCLUDED ARE GENERAL IN NATURE. HOWEVER, THESE HAVE BEEN CAREFULLY SELECTED FOR THEIR APPLICABILITY TO DEVELOPING PROGRAMS IN HOME ECONOMICS. THE LETTERS SR WHICH APPEAR BEFORE SOME ENTRIES INDICATE REFERENCE FOR STUDENT USE. THE EARLIEST DATE OF MATERIALS IS 1950, THE LATEST, 1965. THIS DOCUMENT IS AVAILABLE FOR $1.00 FROM DIVISION OF HOME ECONOMICS EDUCATION, DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, COLLEGE OF EDUCATION, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801. (MS)

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a selective bibliography with annotations

by Patricia H. Rotz
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Division of Home Economics Education
Department of Vocational and Technical Education
College of Education
University of Illinois
Urbana, Illinois
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-- Patricia Rotz
Ruth Whitmarsh

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INTRODUCTION

This annotated bibliography has been prepared by Mrs. Patricia Rotz and Mrs. Ruth Whitmarsh, Assistants in the Division of Home Economics Education, University of Illinois, with the hope that it may provide information helpful to teachers, teacher-educators, supervisors, and administrators who are developing employment-education programs in home economics. References are categorized under five headings: Bases for Employment Education; Employment Situation; Employment Education--Junior and Senior High School; Employment Education--Post High School; and Employment Education for Slow Learners.

The literature concerning education for employment in general and the employment education aspect of home economics is developing rapidly. Hence, those to whom this publication is directed will wish to maintain alertness for additional materials that may offer information and guidance for program development.

At the present time, the number of references dealing directly with employment education in home economics is somewhat limited. Therefore, many of those references included in this bibliography are general in nature. However, these have been selected carefully for their applicability to the developing programs in home economics.

Some references are listed under more than one heading. The annotation is given the first time the reference appears. Thereafter, the reader is referred to the number of the item where the annotation is given.

The letters SR appear before some references. This indicates a Student Reference.

A supplement to this bibliography is anticipated. The Division of Home Economics Education, University of Illinois, therefore, would appreciate any information regarding materials that have been found helpful in developing employment education programs in home economics.

-- Elizabeth J. Simpson,
Chairman, Division of
Home Economics Education

SECTION I

BASES FOR EMPLOYMENT EDUCATION IN HOME ECONOMICS

1. American Council on Education. The Education of Women: Signs for the Future. Washington: American Council on Education, 1959, 153 pp. $2.00.

   The report of a conference on the present status and trends in respect to the education of women. The conference focused on higher education for women and attitudes and prejudices which have prevented the entrance of large numbers of high ability women students into certain fields of study and advanced graduate programs in general.

2. American Vocational Association. Pilot Training Programs in Home Economics. Washington: The American Vocational Association, Inc., 1510 H Street, N.W., 20005, 15 pp.

   This booklet was written for teachers, supervisors, and administrators in vocational education to inform them of the home economics pilot training programs that are related to wage earning and to encourage and guide them in the development of their own programs.

3. Amidon, Edna P. "American Women--Their Status and Education." Practical Forecast for Home Economics, IX (November, 1963), pp. 26-27, 48-50.

   A review of the much publicized American Women, the report of the President's Commission on the Status of Women. The background paper, "The Education of Women for Their Role in the Home," by Edna P. Amidon, formerly Director of Home Economics Education in the U. S. Department of Health, Education, and Welfare, is summarized.

4. Arnold, Walter M. "Changing Patterns in Vocational Education." Education, LXXXV (December, 1964), pp. 206-210.

   The Assistant Commissioner of the Division of Vocational and Technical Education of the U. S. Office of Education explains the provisions and aims of the Manpower Development and Training Act of 1962 and the Vocational Education Act of 1963.

5. Arnold, Walter M. "Vocational Education--Its Role Today." Theory Into Practice, III (December, 1964), pp. 163-166.

   The bases and aims of vocational education in general are ennunciated. Mr. Arnold outlines six major praiseworthy factors of the Vocational Education Act of 1963: (1) related to reality,

(2) deals with entire realm of occupations, (3) meets needs of Americans at all levels of ability, (4) is available to all Americans in all types of communities, (5) has built-in provisions for constant evaluation, and (6) places much value on research and development.

6. Bernard, Louise. "Out of School and Out of Work." Overview, III (July, 1962), pp. 32-35.

   This article is concerned with unemployed youth 14-19 years of age. The 1961 White House Conference on Children and Youth attacked this problem and recommended more work experience programs. This writer discusses cooperative work study programs and their functions.

7. Bettelheim, Bruno. "Growing Up Female." Harper's Magazine, (October, 1962), pp. 120-128.

   In October 1962, Harper's Magazine included a special supplement entitled The American Female to report changes in the lives of American women. Dr. Bettelheim's article is a part of that supplement. He maintains that girls are being educated for failure and that unless educators change aims and methods today's girls will not become stable adults.

8. Blunier, Glenna. "Opinions of Home Economics Supervisors on the Wage-Earning Emphasis in Home Economics Education at the Secondary Level." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: University of Illinois, Division of Home Economics Education, 106 pp., 1963. $1.00. (See page 25 for annotation.)

9. Bolger, James. "The New Look in Vocational Education--The Forces that Demand Education for Employability." Business Education World, VL (October, 1964), pp. 28-30, 35.

   A new relation now exists in our technical society with education standing squarely between man and his work. At the conclusion of a brief review of national legislation in the vocational education training area, the author assigns two major tasks to education: (1) provide better and faster training for employment at the secondary level and (2) create skilled workers to give the economy a boost which will in turn create more jobs.

10. Brill, Harry. "Educating Youth: The Cruel Solution." The Nation, CLXCVIII (March 23, 1964), pp. 296-297.

    The author explains his thesis that youth are unemployed not due to a lack of education for employment or a lack of ability to work, but rather due to a distinct lack in the existence of jobs.

11. Brown, Herbert L., ed. "The American Woman: Today and Tomorrow." Changing Times, XVIII (February, 1964), pp. 42-46.

This article is an editorial based on American Women, the report of the President's Commission on the Status of Women.

12 Burchill, George W. Work-Study Programs for Alienated Youth. Chicago: Science Research Associates, 1962, 261 pp.

In the words of the author the purpose of this book is: "A project designed to identify and illustrate outstanding work-study programs aimed at the prevention of delinquent behavior and at the rehabilitation of alienated youth." Nine programs that are representative of the type of work being done throughout the United States are described in some detail. Many sample forms and specific procedures utilized by the various school systems are included.

13. California State Department of Education, Bureau of Homemaking Education. Technical and Semiprofessional Jobs for Women. Progress Report. Sacramento: State Department of Education, 1962, 40 pp.

This study was initiated as a result of the crucial shortage of technicians and the awareness that the talents and abilities of women to help alleviate this shortage were not being utilized. Some areas explored in this publication are the extent of industry's need for technically trained employees, attitudes toward women in technical and semiprofessional positions, the need of women to work, the employment pattern of women, California and national projections of employment of women, routes to technical jobs, and factors which have limited the employment of women in technical and semiprofessional jobs.

14. Canada, Department of Labour of Canada, Women's Bureau. Vocational and Technical Training for Girls. Ottawa: Queen's Printer, 1963, 96 pp. $.75.

The Canadian educational structure is briefly described with emphasis on vocational and technical education for girls. The section on the preparation of home economics-related occupations is of particular interest. A sample of 17 such occupations is discussed. Many ideas for teaching for employment may be obtained.

15. Caudle, Ann H. "Financial Management Practices of Employed and Non-Employed Wives." Journal of Home Economics, LIV (December, 1964), pp. 523-527.

A report of the author's study from which she drew the implications that the number of working women will continue to increase and that at all levels education should help to prepare women for their dual role.

16. Conafay, Katherine R. "Homemaking and Wage Earning Through Home Economics." Educational Leadership, XXII (January, 1965), pp. 226-229.

One of the responsibilities of home economics is seen to be that of aiding girls to prepare for their dual role of homemaker and careerist. To do so there is a need for revitalizing the curriculum including an evaluation of "the present program to determine how well it is making our young women aware of the changing role in society and the new and different meaning of work" and provision for "vocational extension of general programs to meet the special requirements of students who need early entry into employment." Mrs. Conafay presents several other means for revitalizing the present program.

17. Ellis, Mary. "Young Women and the World of Work." Teen Times, XX
SR (September/October, 1964), p. 9.

In writing to high school girls, the author presents the employment situation of women today and stresses the need for continuing learning in all forms. By emphasizing the changes in the lives of women in relation to paid employment over the past 60 years, Miss Ellis shows the need of continuing education, both formal and informal, to prepare women for life in today's society.

18. Fisher, Nanette Hunt. The Changing Role of Women and Its Implications for Home Economics Education. Unpublished Thesis. New York: Hunter College, 1962, 63 pp.

The role of women is one of the areas of radical transition in today's society. This change implies changes for family life education to better meet the needs of people today.

Mrs. Fisher explores the traditional role of women, compares it with today's not-too-clearly defined role, and discusses the problems of women in a transitional era. Some of the underlying factors precipitating this transition include automation, mechanization, labor-saving devices, a changing family pattern, a complex society, and changes in education.

The radical change in the roles of women has several implications for home economics education: a declining trend, but not elimination, in skills education; teaching principles so that homemakers may apply the method best suited to the situation and personal needs of the family; an accent on management; an increased emphasis on educating the individual for family living; more education in the area of personal insight and understanding; and alteration to assist students who will be homemakers and job holders at the same time.

19. Freedman, Marcia K. "Perspectives in Youth Employment." Children, XXII (March-April, 1965), pp. 75-80.

What must occur along with job training is social creativity and reconstruction and a vast amount of economic and manpower planning to create new jobs within our economy. These new jobs must be of the type that will benefit society and the individual, both economically and personally.

20. Friedan, Betty. "Emptiness is the Housewife's Complaint." Practical Forecast for Home Economics, IX (October, 1963), pp. 44, 85-6.

Betty Friedan reflects on the "feminine mystique" which drove women back into the home at a time when barriers were being lowered for their full participation in society. Frustration is blamed on the "emptiness of the housewife role." According to Betty Friedan, housewifery has expanded into a full-time career and labor-saving gadgets only serve to complicate housework by increasing standards of cleanliness. She cites studies by sociologists as evidence that today's full-time housewives spend as much time on housework as their mothers did 30 years earlier. Those who worked outside the home were exceptions and did their housework in half the time.

21. Friedan, Betty. "Woman: The Fourth Dimension." The Ladies Home Journal, LXXXI (June, 1964), pp. 48-53.

Betty Friedan, author of The Feminine Mystique, describes the lives of a few of the millions of American women who have moved beyond the feminine mystique, which defined woman solely in terms of three dimensions--wife, mother and homemaker.

22. Greenwald, Shirley E. and William I. Greenwald. "Historic Bases for Female Labor Force Participation." Journal of Home Economics, LV (May, 1963), pp. 348-352.

The typical pattern of employment of women is discussed in relation to changes that have taken place in their legal status, political rights, and education. National catastrophes and social changes are cited as influential in changing the picture of the employment of women. In conclusion, the writers state that although a major portion of the time and energy of women will continue to be devoted to the task of being a wife and mother, the opportunity to combine employment with homemaking will increase due to such factors as the shrinking work week, new industry, changes in household technology, and nondiscriminatory positions and pay.

23. Hall, Guin. "A New Look at Women and Vocations." American Vocational Journal, XXXIX (April, 1964), p. 25.

We are living in a fast changing world and many of these changes affect women. Possible changes in curriculum due to these changes are discussed and guidelines for opening the doors to job opportunities for women are suggested.

24. Hannah, John A. "Education for the Jet Age." *Journal of Home Economics*, LV (December, 1963), pp. 745-50.

Hannah discusses trends and the changes that must take place in education to make it appropriate to the jet age. Needs and changes in vocational education is one of the topics discussed.

25. Henning, John F. "New Opportunities for Vocational Education." *American Vocational Journal*, XXXVIII (February, 1963), pp. 20-22.

The Under Secretary of Labor presents the current and future market trends and their implications for vocational education.

26. Hurd, Helen G. "The Changing Society and Its Challenges." *Journal of Home Economics*, LV (February, 1963), pp. 85-89.

The author's criteria for urbanization of a community and the major characteristics of urbanized citizens are presented. A challenge presented to all Home Economists is to stop attempting to transfer the old methods and values to modern society and to start finding the good points of today's industrialized, urban world for use as foundations for growth. The article asks, as food for thought, what responsibilities Home Economists should have toward women today.

27. Hurt, Mary Lee. "Educating for the World of Work--A Team Approach." *Educational Leadership*, XXII (January, 1965), pp. 221-225.

If youth are to be prepared for entry into the world of work, many groups must cooperate to make the entry a success. Those groups with which Home Economics must cooperate, such as parents and the Bureau of Family Services, and the ways in which this cooperation can and should be done are discussed.

28. *Illinois Teacher of Home Economics*. Volume VIII. Urbana, Illinois: 342 Education Building, University of Illinois 61803, 1964-65. $3.00/year, $.50/copy.

All six issues of Volume VIII are devoted to the new dimension in home economics education--preparation for employment. The philosophy behind this new development and examples of existing programs are discussed. Specific titles for the issues are: Number 1 - A New Dimension in Home Economics Education, Number 2 - Flexibility to Meet New Challenges in Home Economics Education, Number 3 - Education in Illinois for Gainful Occupations Related to Home Economics, Number 4 - Spotlighting Employment Education in Home Economics Education Around the Country, Number 5 - Adult Education: Preparation for Employment, and Number 6 - Further Explorations in the Employment Education Aspect of Home Economics.

29. Interdepartmental Committee and Citizens' Advisory Council on the Status of Women. Progress Report on the Status of Women. Washington: United States Department of Labor, 1964, 27 pp.

"No year since passage of the Nineteenth Amendment in 1920 can be compared to the period, October 1963 to October 1964, in terms of new opportunities offered to women." This is the first paragraph of the progress report. Evidences are cited to support this statement. The report is the first annual report of the Interdepartmental Committee and Citizens' Advisory Council on the Status of Women.

30. International Labour Office. Vocational Guidance and Training of Girls and Women. New York: Commission on the Status of Women, United Nations Economic and Social Council, 1964, 160 pp.

"Participation in economic activity varies...both as regards the number and proportion of women in the labour force and as regards the level of skill and responsibility at which they are working. ...This situation suggests the crucial importance of better education for girls, realistic vocational guidance, and adequate and good vocational training facilities to which girls have full access." The details of women's work and training around the world are included. A chapter is devoted to the place of Home Economics in training for employment around the world.

31. Kagan, Esther. "Women." Adult Leadership, XIII (November, 1964), pp. 147-148.

The needs and problems of women in our society with emphasis on the middle years are discussed. The role of education is seen to be that of helping women gain self identity and meaning in life and vocational training is one part of this task.

32. Karnes, Merle B. "The High School Drop Out." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: University of Illinois, Division of Home Economics Education, 106 pp., 1963. $1.00.

Merle Karnes, director of special services in the Champaign schools, discusses school dropouts, the characteristics of the school dropout, implications for an improved educational program to reduce and alleviate dropouts, and an example of how one community is attempting to cope with this problem.

33. Lawson, Dorothy S. "Is There a New Vocational Purpose in Home Economics Education." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: University of Illinois, Division of Home Economics Education, 106 pp., 1963. $1.00.

Changing conditions such as increased employment of women, high marriage and divorce rates, increased consumer spending, increased home ownership, geographic mobility, automation, increasing school population, and high drop-out rates are cited by Dorothy Lawson, Chief, Bureau of Home Economics Education, New York, as factors leading to the need for program adjustment. Implications of these changes for home economics education include preparation for employment outside the home, and increased emphasis in the areas of management, child development and family relationships.

34. Lawson, John B. "Vocational Preparedness." _American Vocational Journal_, XXXVIII (September, 1963), pp. 10-12.

If we are to meet the foreseeable future needs, 79 million Americans must receive some type of vocational education in the 1960's. The author believes that we are better equipped to prepare the 20 percent who go on to college than we are to prepare the 80 percent who plan to go directly to work. Local industry must cooperate to make vocational education a complete success. We must return to evaluating people by the way in which they put their talents to use.

35. Lemmon, Louise. "Home Economics for Today's World." _Nevada News_, XXXIV (1962), pp. 34-8.

The problem of conserving human resources has become urgent in the "third industrial revolution" which is characterized by automation. As a result, the Manpower and Development Training Act came into existence.

Dr. Lemmon discusses some home economics-related jobs for which girls might be prepared through secondary school home economics programs. She suggests that the "dual" purposes of home economics can best be served through an adaptation of the Trump plan of staff utilization.

36. Levitan, Sar A. _Vocational Education and Federal Policy._ Kalamazoo, Michigan: The W. E. Upjohn Institute for Employment Research, 709 South Westnedge Avenue, 1963, 30 pp.

The existing legislation providing for federal aid to vocational education is analyzed. Strong points and weaknesses, in the opinion of the author, are examined. An interesting interpretation of home economics in relation to the rest of vocational education is included.

37. Library of Congress, Legislative Reference Service. _Enactments by the 88th Congress Concerning Education and Training 1963-1964._ Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, 243 pp. $.60.

All legislation concerning education and training that was enacted by the 88th Congress are reprinted with presidential recommendations, history of each bill, and digests of the enactments.

38. Lichter, Solomon O., Elsie B. Rapien, Frances M. Seibert, and Morris A. Sklansky. The Drop-Outs. New York: The Free Press of Glencoe, 1962, 294 pp.

The authors report on their study of intellectually capable students who drop out of school. Each subject is psychologically analyzed as are the parents. Data are included on the interaction of the subject, school, and home. Many implications may be drawn for the schools in respect to helping to prevent students from withdrawing and working with dropouts.

39. Markinko, Dorothy. "The Art of Being a Woman." Practical Forecast for Home Economics, IX (September, 1963), pp. 43, 158-162.

Many women have combined careers and homemaking successfully. The lives of some of these famous women, including Abigail Smith Adams, Mm. Marie Curie, Lucretia Coffin Mott, Mrs. Lucy Stone, Lydia E. Pinkham, Dr. Janet Travell, Dr. Frances Kelsey, Mary L. Bethune, Esther Peterson, Madame Pandit and Baroness Maria Von Trapp, are discussed in this article.

40. Michelson, L. C. "What Industry Expects of Youth." Vital Speechs, XXIX (July 1, 1963), pp. 572-576.

According to Mr. Michelson the four main things that industry desires in youth are: (1) a basic fund of knowledge in a person who is flexible and trainable, (2) a dedication to basic principles and an ability to live by these social, economic, and/or political principles, (3) an appreciation of the basic values of a free society and an understanding of what free institutions have meant to the United States, and (4) an inclination to mobility as deemed necessary by the market place or technological advance.

41. Michigan University Survey Research Center. Adolescent Girls. New York: National Equipment Service, Girl Scouts of the U.S.A., 155 East 44th Street, 1957, 251 pp. $2.75.

A nation-wide study of girls between the ages of 11-18 is reported by Elizabeth Douvan and Carol Kaye. A chapter is devoted to occupational goals and aspirations of 1925 girls. Many results of this specific area of the study are of pertinence to planning and conducting employment units or courses--such as that in general these girls think in terms of only college and no other types of vocational training.

42. Miller, Jeanne. "Don't Forget the Girls." American Vocational Journal, XXXV (May, 1960), pp. 9-11.

Jeanne Miller refers to Eli Ginzberg's book, Human Resources: The Wealth of a Nation, in which he urges the wise use of all our human resources and refers to startling labor statistics which reveal that today's woman will work an average of 27 years if she marries and has children, 31 years if she marries and has no children, and 40 years if she never marries. Jeanne Miller explains that our country needs more women in the labor force and investigates some of the fields women should be encouraged to consider.

43. Miller, Mae Josephine and Helen J. Evans. "Pre-Employment Education by Home Economics Teachers." Illinois Teacher of Home Economics, V (Number 7, 1962), 47 pp. $.50.

Many questions concerning the bases for establishing an employment emphasis in the secondary home economics curriculum are answered in this issue of Illinois Teacher of Home Economics. Some areas explored are today's employment picture, womanpower, the unskilled, trends in education, fields of employment in which growth is probable, trends in part-time employment, occupational planning for women, facts concerning maternal employment, dropouts, and recommendations for change.

44. Mobley, M. D. "A Review of Federal Vocational Education Legislation 1862-1963." Theory Into Practice, III (December, 1964), pp. 167-170.

Each piece of federal legislation dealing with vocational education adopted in the last 100 years is analyzed as to the reasons it was adopted and its provisions.

45. Myrdal, Alva and Viola Klein. Women's Two Roles. London: Routledge and Kegal Paul Ltd., 1956, 208 pp.

One of the earlier books devoted to the dilemma of mid-twentieth century women in which the authors look at comments made about and research done on working women and how they are affected.

46. National Manpower Council. Womanpower. New York: Columbia University Press, 1957, 372 pp. $5.00.

Included in this volume are statistics and trends concerning the extent of employment of women and recommendations by the National Manpower Council concerning these trends. Men and women typically have different employment and educational experiences with respect to the amount and character of these experiences, but the reasons for these differences are still being debated.

The utilization of women in the armed forces during World War II, current shortages in various fields such as teaching, as well as public policies affecting womanpower, have served to open up new areas for women outside the home.

47. National Manpower Council. Work in the Lives of Married Women. New York: Columbia University Press, 1958, 215 pp.

In 1957 the National Manpower Council sponsored a conference on womanpower. Work in the Lives of Married Women is the proceedings of this conference. Discussion and speeches are reported on the general topics of Education, Training, and Guidance of Women for Reentry into the Labor Force, the Utilization of Womanpower, Income Earned by Married Women and Working Mothers and the Development of Children.

48. "New Look in Occupational Information." Guidance Newsletter. Chicago: Science Research Associates, 259 East Erie Street, September, 1963.

The purposes of occupational information are to motivate the student toward academic achievement, to aid in the selection of appropriate courses, and to assure optimum employment in the years to come. Preparation for employment is no longer thought of in terms of specific job titles, but rather in the development of basic capacities and attitudes necessary for successful employment.

49. Novak, Benjamin J. and Mina E. Sundheim. "Careers for Potential Dropouts." Education, LXXXV (December, 1964), pp. 199-205.

Education of the retarded adolescent must have vocational training and job placement as a major goal if the schools are to prevent dropouts. Three programs of this type are described.

50. Nye, F. Ivan and Lois W. Hoffman. The Employed Mother in America. Chicago: Rand McNally and Company, 1963, 406 pp. $6.50.

A number of studies are presented by sociologists, psychologists, economists, and child development experts concerning maternal employment and its effects on the child, the husband-wife relationship, and on the adjustments of the mother to dual responsibilities.

The research studies in this book will provide informative background for those contemplating an employment emphasis in the home economics curriculum as well as a rationale for the employment of mothers.

51. Ogilvie, William K. "Occupational Education and the Community College." Educational Leadership, XXII (January, 1965), pp. 244-6,284.

One accepted purpose of the comprehensive community college has been the function of preparing community members for employment at various levels. Mr. Ogilvie traces the history of this function and describes several current programs operating to fulfill this function. He also gives several sources for help in planning such a program.

52. Peterson, Esther. "The Myth and the Reality." Realm, I (October, 1963).

The image of the "typical woman" created by television and movies is unrealistic. Esther Peterson discusses the work experience patterns of married women and explodes the myths about "the American woman" that stifle opportunity.

53. Peterson, Esther. "Working Women." Daedalus, XCIII (Spring, 1964), pp. 671-699.

Past statistics of women in the labor force are compared with today's data, and the developments are related to other changes in society. Economic pressures causing women to work, the place of the Negro woman in the labor force, and discrimination against women are analyzed. Listed are changes needed to provide employment equality for women. Home economics education could help in meeting many of these needs.

54. President's Commission on the Status of Women. American Women. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 86 pp. $1.25.

The report of the President's Commission on the Status of Women was dedicated to Eleanor Roosevelt, its deceased chairman. In this publication, facts and statistics concerning American woman and employment of women are clearly illustrated in charts and graphs. Some of the recommendations of this committee concern improvements in the education and counseling of girls and mature women, increasing facilities for retraining of those who have been absent to raise families, continuing to emphasize preparation for homemaking, improving day care for children of working mothers, increasing community homemaker services, and improving legislation to require equal pay for equal work irrespective of race or sex.

55. President's Commission on the Status of Women. Report of the Committee on Civil and Political Rights. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 83 pp. $.55.

Twenty-six recommendations are made by the committee as a result of their review of "the differences in legal treatment of men and women in regard to political and civil rights, property rights, and family relations."

The report of this and other committees is compiled in the publication American Women cited elsewhere in this bibliography.

56. President's Commission on the Status of Women. Report of the Committee on Education. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 71 pp. $.50.

The development of individual capabilities for participation at all levels of society is seen as a responsibility of education. The committee makes recommendations to aid education in better preparation of girls and women.

The report of this and other committees is compiled in the publication American Women cited elsewhere in the bibliography.

57. President's Commission on the Status of Women. Report of the Committee on Federal Employment. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 195 pp. $1.50.

The status of women in federal employment is extensively analyzed and reported. Recommendations are made for improving and stabilizing that status.

The report of this and other committees is compiled in the publication American Women cited elsewhere in the bibliography.

58. President's Commission on the Status of Women. Report on Four Consultations. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 38 pp. $.35.

In addition to its other work, the Commission sponsored four consultations which are reported in this publication. Authorities in the fields of Private Employment Opportunities, New Patterns in Volunteer Work, Portrayal of Women by the Mass Media, and Problems of Negro Women met to share their knowledge and opinions.

59. President's Commission of the Status of Women. Report of the Committee on Home and Community. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 51 pp. $.35.

The committee recognized that modern women must "make choices that will preserve a balance between the needs of their homes and families and the needs of the economy and the community," that "the freedom of choice must not be limited by sex, race, creed or economic status," and that "many women can make choices freely only if certain services are available and certain policies are in existence which assist them in strengthening family life." The needed services and the focus of responsibility are outlined.

The report of this and other committees is compiled in the publication American Women cited elsewhere in this bibliography.

60. President's Commission on the Status of Women. Report of the Committee on Social Insurance and Taxes. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 81 pp. $.55.

This committee studied all types of social insurance and taxes that were applicable to women. Their report and recommended changes are found in this publication.

The report of this and other committees is compiled in the publication American Women cited elsewhere in the bibliography.

61. President's Committee on Youth Employment. The Challenge of Jobless Youth. Washington: United States Government Printing Office, 1963, 20 pp.

The report of the committee attempts to define the problem of jobless youth and makes recommendations for alleviation of this problem so important to all people and to the economy.

62. Pryor, Hubert. "Surprising Facts About Women, Work, and Marriage." Science Digest, LIV (October, 1963), pp. 79-82.

This article includes a statistical analysis of twentieth century trends concerning women, work, and marriage. Some of the trends covered in this article are that a larger proportion of women marry, women's educational opportunities have increased, an increasingly larger proportion of married women are regularly employed, the trend in the number of children in the family is away from either the one-child or the super-large family, the life span of women has increased significantly, and increasingly larger proportions of mothers are employed outside the home.

63. Ramsey, Glenn V., Bert Kruger Smith, and Bernice Milburn Moore. Women View Their Working World. Austin, Texas: The Hogg Foundation for Mental Health, University of Texas, 1963, 47 pp. $.25.

In an attempt to discover the attitudes and opinions held by employed women about themselves, a group of 107 working women were asked to complete a list of 30 incomplete sentences designed to indicate areas of the working woman's dilemma. The answers and analyses of these answers are presented in this publication. The answers provide insight concerning the aims of education for women.

64. Reinwald, Clio. "Education for Employment." The Bulletin of the National Association of Secondary School Principals, XLIII (December, 1964), pp. 28-37.

In explanation of the recent emphasis on education for employment, answers are given to these four questions: (1) What are the provisions in the Vocational Education Act of 1963 which affect home economics education?; (2) What are the opportunities for employment in occupations using the knowledge and skill of home economics?; (3) Are there guidelines for planning occupational education programs in home economics?; (4) Are there home-economics-for-employment programs in operation?

65. Rice, David. "Employment and Occupations in the Seventies." Educational Leadership, XXII (January, 1965), pp. 230-235.

The place of education in preparing youth to meet the changing opportunities in the current world of work are presented to help attain the three basic goals presented by President Johnson to the Congress: (1) to develop the abilities of our youth; (2) to create jobs to make the most of these abilities, and (3) to link the first two, to match people and jobs.

66. Rossi, Alice S. "Equality Between the Sexes: An Immodest Proposal." Daedalus, XCIII (Spring, 1964), pp. 607-652.

"Why was the momentum of the earlier feminist movement lost? Why should American society attempt to reach a state of sex equality...? What are the means by which equality between the sexes can be achieved?" These are the three main questions that are raised and answered by the author. She makes a case for training girls for wage earning and suggests several specific responsibilities for education as a whole.

67. Savitzky, Charles. "Job Guidance and the Disadvantaged." The Clearing House, XXIX (November, 1964), pp. 156-158.

Plans and bases for a comprehensive program of training for employment in the high schools are outlined.

68. Schill, William T. "Commonalities in Vocational Education." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: University of Illinois, Division of Home Economics Education, 106 pp., 1963, $1.00.

Professor Schill discusses the trend toward increased employment of women and changes in the roles of men and women. A major objective of this paper is the identification of a common core of material pertinent to all areas of vocational education.

69. Schreiber, Daniel. "School Dropouts: The Female Species." Journal of the National Association of Women Deans and Counselors, XXV (June, 1962), pp. 175-181.

The usually depicted dropout is a boy. Statistical differences between girl and boy dropouts are presented. The author's ideas of what could be done to combat girls dropping out contain several implications for Home Economics.

70. Shoemaker, Byrl R. "Preemployment Training for Out-of-School Youth and Adults." Theory Into Practice, III (December, 1964), pp. 175-178.

A brief history of preemployment training in the public schools is presented. The author sees the bases of pretraining or retraining as the current structured unemployment, displacement from jobs by automation. Such training is valuable but all vocational educators should be aware of approaching government control with the Rural Areas Development and Manpower Development Acts.

71. Simpson, Elizabeth. "Selected Issues and Problems in Secondary Education--How Are They Being Met." Journal of Home Economics, LV (January, 1963), pp. 9-15.

The secondary school has been a target of frequent criticism in recent years arising from its ambiguity of purpose, social changes that have occurred faster than adaptations in education, and the difficulties encountered in meeting the needs of a diverse pupil population.

Four aspects of the issue regarding purpose are discussed at length in this article. They are (1) preparation for college and increased rigor, (2) development of the ability to think, (3) vocationalism, and (4) preparation for the special roles of women and men in our society.

The question of choosing content appropriate in a period of rapid change is discussed in a later section of this article. The approach taken by home economics at the national, state, and local levels is that of identifying "fundamental principles, central concepts, and major ideas."

A final section discusses the problem of meeting the needs of all members of the school population.

72. Smith, Harold T. Education and Training for the World of Work. Kalamazoo, Michigan: The W. E. Upjohn Institute for Employment Research, 1963, 165 pp.

Specific recommendations are given by Mr. Smith for establishing a unified program of vocational education at the various levels of instructions throughout the state of Michigan. The second part of the book is devoted to summaries of existing or planned programs for several other states.

73. Smuts, Robert. Women and Work in America. New York: Columbia University Press, 1959, 155 pp. $4.50.

An interesting history and discussion of current trends in respect to working wives in the United States is presented in this book. The author states that the major difference between 1890 and 1959 is not in the percentage of single working girls but rather in the percentage of working wives and mothers. Attention is given to the phenomenal differences in working conditions and educational facilities and opportunities existing in 1890 and 1959. He believes that much research is needed to uncover the facts about every aspect of the lives of working women.

74. Sorenson, Roy. Youth's Need for Challenge and Place in American Society: Its Implications for Adult Institutions. Washington: National Committee for Children and Youth, 1962, 24 pp. $.25.

This pamphlet is a copy of the thought-provoking address by Roy Sorenson to the opening session of the Joint Conference on Children and Youth. The nature of adolescence, the problems and needs of youth and their implications for adults and adult institutions are discussed. Some of the challenges for youth which adult institutions may help meet include the challenge of competence in self-fulfilling activity, the challenge of understanding, the challenge of a truer public image, the challenge of work and responsibility, the challenge of role models, and the challenge of commitment to a better future for mankind.

75. State of New York, The Governor's Committee on the Education and Employment of Women. New York Women and Their Changing World. Albany, New York: Executive Chamber, State Capitol, 1964, 96 pp.

This report of the New York Governor's Committee on the Education and Employment of Women contains a summary of the group's activities and their recommendations for action in the areas of education, employment, and opportunity for women. Many case illustrations that could be useful in teaching are presented to explain the committee's recommendations.

76. Stern, Jacob. "The Woman As a Wage Earner." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: University of Illinois, Division of Home Economics Education, 106 pp., 1963. $1.00.

This outline of Mr. Stern's speech includes an integrated view of the woman, statistics concerning women in the labor force, short-term and long-term trends in women's employment, and suggestions through which the education of women may effectively encompass both trends.

77. Streeter, Carroll P., ed. The Kind of Schools We Need Everywhere. Philadelphia: The Farm Journal, Inc., 1964.

Six reprints of articles, which appeared in The Farm Journal, illustrating the importance of vocational and technical education are compiled in this leaflet.

78. Strom, Robert D. "The Dropout Problem in Relation to Family Affect and Effect." The Journal of Home Economics, LVI (May, 1964), pp. 299-303.

The family affects and has an effect on the school dropout who in turn affects and effects the family. Many crucial questions regarding the dropout problem are posed and discussed. Schools must accept at least part of the responsibility for school drop-outs. In Dr. Strom's words, "Until potential dropouts are individually helped to succeed, schools will collectively fail."

79. Strom, Robert D. The Tragic Migration. Washington: Department of Home Economics, National Education Association, 1201 Sixteenth Street, N.W., 20036, 1964, 41 pp. $.75.

Dr. Strom sees the tragic migration of our times as the school drop out in his move from education to employment or the lack of employment. He challenges many of the long-accepted beliefs and practices of education as being the real causes of students' dropping out of school. In this meaningful and moving manuscript, the author states his belief that Home Economics can be instrumental in keeping students in school, not only through curriculum revision of formal courses, but also in many other ways within the schools' framework of action.

80. Thal, Helen M., ed. "Working Wives: A Roundup of Facts and Implications for Family Finance Education." Teaching Topics, XIII (Spring, 1964), pp. 7-11.

Teaching Topics has presented a condensed version of facts pertinent to the discussion of working women. This summary includes statistics and a discussion of the reasons married women work, occupations in which large percentages of married women are employed, earnings of married women and how they are spent, effects on the family of the wife's and mother's outside employment, and implications of these findings for educators.

81. Torre, Marie. "I Am a Working Mother." *Look*, XXVI (March 13, 1962), pp. 55-58.

One-third of all mothers with children under eighteen are employed outside the home. This article stresses the importance of engaging a good mother substitute to assume the mother's duties while she is away at work. It is also important to the adjustment of the children that the mother not feel guilty about her employment.

82. United States Department of Health, Education, and Welfare, Office of Education and Office of Vocational Rehabilitation. *Preparation of Mentally Retarded Youth for Gainful Employment. Office of Education Bulletin 1959 No. 28.* Washington: Superintendent of Documents, United States Government Printing Office, 20210, 86 pp. $.35.

This publication contains a report of a conference sponsored by the Office of Vocational Rehabilitation and the Office of Education, and the American Association on Mental Deficiency's Project on Technical Planning in Mental Retardation. The meeting is summarized in terms of the viewpoints on public school responsibilities for the mentally retarded, other agencies who are or could cooperate in preparation of the student for job placement, selective placement, automation, and completed and needed research. Illustrated are nine public school system programs for the preparation of mentally retarded youth for employment.

83. United States Department of Health, Education and Welfare, Office of Education. *The 1963 Dropout Campaign*. Bulletin 1964, No. 26. Washington: *Superintendent of Documents*, United States Government Printing Office, 20402, 1964, 34 pp. $.20.

In 1963 President Kennedy initiated a national dropout campaign. The activities and immediate results of this campaign as conducted in 63 communities are described. Many implications for ways in which Home Economics can help prevent school dropouts may be drawn.

84. United States Department of Health, Education and Welfare, Office of Education. *Vocational Education in the Next Decade--Proposals for Discussion. Washington: Superintendent of Documents, United States Government Printing Office*, 20402, 1961, 197 pp.

Realizing that vocational education needs to change in order to meet the requirements of our expanding technological society, the Office of Education has compiled many suggestions for such change. Specific recommendations for revisions and additions in each area of vocational education are included with the rationale for each.

85. United States Department of Health, Education and Welfare, Welfare Administration, Children's Bureau. Children of Working Mothers. Publication Number 382-1960. Washington: Superintendent of Documents, United States Government Printing Office, 1960, 38 pp. $.20.

This publication presents a brief review of how many mothers work, which mothers work, how much they work, why they work, who cares for their children and where, and the effects on children and families of the mother's employment. The author makes three points throughout: (1) "almost no generalization holds true for all working mothers"; (2) "many free-floating assumptions about working mothers and their children are untested and some are clearly open to challenge"; and (3) "the mother's working, in itself, is only one among many factors impinging on children and may well be a secondary factor."

86. United States Department of Health, Education and Welfare, Welfare Administration. Relief Rolls to Payrolls. Washington: Superintendent of Documents, United States Government Printing Office, 20402. $.05.

A brief outline of the 1962 Public Welfare Amendments concerning community work and training programs is contained in this leaflet. A personal plan is made for each individual by using counseling and guidance, education, constructive work experiences, and training and preparation for job hunting as the bases.

87. United States Department of Labor, Manpower Administration. Mobility and Worker Adaptation to Economic Change in the United States. Manpower Bulletin No. 1. Washington: United States Government Printing Office, 20402, 1963, 77 pp.

"The practice of the American worker to change his residence apparently is strongly influenced and limited by the character of his income and employment status." This bulletin summarizes factors affecting labor mobility, such as automation, management techniques, age, income, and education of the worker. Included are resumes of existing programs and proposals for new programs to aid workers in obtaining new and better employment.

88. United States Department of Labor, Office of Manpower, Automation, and Training. Family Breadwinners: Their Special Training Needs. Bulletin Number 5. Washington: Manpower Administration, United States Department of Labor, 1964, 16 pp.

Priority for training was given to family breadwinners under the Manpower Development and Training Act. A growing number of unemployed family breadwinners are women. Many statistics with implications for preparing women and girls for employment are included such as the fact that the average income of families headed by women as about half that of families headed by men, causing the fee for adequate child care to be a serious problem.

89. United States Department of Labor, Office of Manpower, Automation, and Training. Occupational Training of Women, Under the Manpower Development and Training Act. Washington: United States Government Printing Office, 1964, 19 pp.

This report provides a statistical evaluation of the ways in which the training programs established under the Manpower Development and Training Act of 1962 are benefiting unemployed women. It is based on data for the first 27,000 women trainees in vocational school and other training courses. Figures are organized into the following main categories: Who Are the Women Trainees, Economic Responsibilities of Women Trainees, Occupations for Which Women were Trained, and Employment of Women After Training.

90. United States Department of Labor, Office of Manpower, Automation, and Training. People, Skills, and Jobs. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 29 pp.

Our most pressing manpower problem is the waste of economic resources when people cannot find jobs. Population growth and technological change have contributed to this problem. The United States is plagued by one of the highest rates of unemployment in the world and a marked increase in long-term unemployment has created a dire need for retraining so that workers can learn new and marketable skills.

91. United States Department of Labor, Office of Manpower, Automation, and Training. Young Workers: Their Special Training Needs. Manpower Research Bulletin No. 3. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 19 pp.

The problem of non-college bound young workers who are inadequately trained for the jobs available presents a challenge to educators, parents, management and labor, and government officials. The most handicapped in the job market are racial minorities, drop-outs, juvenile delinquents, the disabled, and rural youth. Statistics concerning this problem and areas of the U.S. where it is most acute are presented in charts. Recommendations are made for immediate action in increasing job training programs and making them more realistic.

92. United States Department of Labor, Women's Bureau. 1962 Handbook on Women Workers. Bulletin 285. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 202 pp. $.55.

Statistics are included for women workers as to type of job, income, and education. These figures are contrasted to those of 1940. A summary of laws regarding the employment and status of women and the organizations of interest to women are included.

93. United States Department of Labor, Women's Bureau. Problems and Prospects of Working Women, Report of a Western Regional Conference. Washington: United States Department of Labor, Women's Bureau, 1961, 29 pp.

In September, 1961, the Women's Bureau sponsored the Western Regional Conference on Problems and Prospects of Working Women, the Western Region including Arizona, California, and Nevada. Contained in this report are summaries of the talks presented and the discussion of the various workshop sessions. Discussions covered the following broad topics: (1) Homemaker and Worker, (2) Opportunities and Protections, and (3) The Future in Forecast.

94. United States Department of Labor, Women's Bureau. The Changing Status of Women, Report of the Chicago Regional Conference. Washington: United States Department of Labor, Women's Bureau, 1962, 48 pp.

In May, 1962, a conference on the changing status of women was held at Roosevelt University in Chicago. The purpose of the conference was "to create a climate of understanding of the situation in which working women find themselves today."

95. United States Department of Labor, Women's Bureau. Today's Woman in Tomorrow's World. Bulletin No. 276. Washington: Superintendent of Documents, United States Government Printing Office, 1960. $.50.

The proceedings of a conference of the same title to mark the 40th anniversary of the Women's Bureau of the Department of Labor are contained. Attention is given to how women, taking past accomplishments into account, can prepare themselves for the future.

96. United States Department of Labor, Women's Bureau. Training Opportunities for Women and Girls. Bulletin 274. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1961, 64 pp. $.30.

A review of types of occupational training requiring less than 4 years of college that are available to women is given in the recognition of the need for all women to develop their skills and abilities if they are to meet the needs and opportunities of the future. Information is given as to the major types of training facilities available such as public trade and high schools and private technical schools to name but a few. Descriptions of courses offered and training opportunities in the fields of office work, office jobs with public contacts, sales work, technicians and craftswomen, industrial work, nursing and health services, housekeeping and food services, and miscellaneous services are described. Also included are numerous sources of additional information.

97. University of Utah, Extension Division. Proceedings, Women's Changing World. Salt Lake City: Bureau of Community Development, Extension Division, 1963, 166 pp. $1.50.

Each of the presentations at the Second Annual Women's Conference held by the University of Utah emphasized the right of women to seek and find their own identity, pursue the career of their choice--in short to be a complete person.

98. University of Vermont. The Female School Dropout. Miscellaneous Publication 44. Burlington, Vermont: Vermont Agricultural Experiment Station, University of Vermont, 1964, 39 pp.

Faith Price studied the marriages and family management practices of 20 girls who were school dropouts. Her findings, such as that unemployment of both husband and wife was high, that jobs held were very low paying if employed, that goals were unrealistic in terms of present finances, and that the wives felt that high school Home Economics courses had had little effect, are quite meaningful to home economics education in terms of the effectiveness of present courses and the possibilities of future work.

99. Useem, Ruth Hill. "Changing Cultural Concepts in Women's Lives." Journal of the National Association of Women Deans and Counselors, XXIV (October, 1960), pp. 29-34.

The job of counselors and educators is to answer the following questions: (1) how can the needs of our society be translated into personal aspirations for our women--especially the young women, (2) does the timing of such need reconsideration, and (3) can educators and counselors give active advise to only one aspect of an individual and his personality.

100. Useem, Ruth Hill. "Who Needs Women." Journal of the National Association of Women Deans and Counselors, XXIV (June, 1960), pp. 171-179.

An analysis of our society and its tasks indicates that society needs women if it is to meet the expanding numbers and complexities of the tasks that are currently assigned. She makes recommendations for new cultural values to aid society in this task.

101. Van Horn, Rua. "Home Economics Education for Wage Earners." American Vocational Journal, XXXIX (April, 1964), pp. 23-24.

Miss Van Horn discusses policies governing vocational education and explains the rationale for an employment emphasis in home economics education. She discusses briefly curriculum guides that have been prepared to train workers in nine areas related to home economics: child day-care center workers, management aids, supervised food service workers, wardrobe maintenance specialists, companions to the elderly, family dinner service specialists, and homemakers' assistants.

Miss Van Horn also explains how programs for wage earning differ from those which prepare for homemaking.

102. Venn, Grant. Man, Education, and Work. Washington: American Council on Education, 1785 Massachusetts Avenue, N.W., 1964. $1.50.

The most important fact for the United States today is that education stands directly between man and his work. This relationship has been caused by rapid changes in the labor market due primarily to automation and other technical developments. The historical development of vocational and technical education and its current role are summarized. Dr. Venn proposes fifteen recommendations for education to aid the field in assuming and carrying out for all citizens the responsibility that clearly belongs to education.

103. Watson, Marjorie E. and Irving M. Brown. "Help Wanted." New York:
SR Human Relations Aids, 104 East 25th Street, 1960, 22 pp. $1.25.

Portrayed in this short play are the reactions of a family to the idea of mothers going to work. Typical reactions of families and society are represented.

104. Weingarten, Violet. The Mother Who Works Outside the Home. New
SR York: The Child Study Association of America, 9 East 89th Street, 1961, 25 pp. $.40.

An unbiased booklet illustrating the problems and opportunities of mothers who do or do not choose to work outside the home and the effects of this decision on the family. The theme of the entire booklet can be summarized in the included statement of Katherine Oettinger which was given in reply to the question of should mother work.... "It depends, on the kind of mother, the kind of child, the kind of family. It depends, among other things, on why the woman works, how much she works, what she does, what her work does to or for her, how old her children are, what provisions she makes for them while she works, how they perceive the fact of her working."

105. Wigney, Trevor. The Education of Women and Girls in a Changing
SR Society--A Selected Bibliography with Annotations. Educational Research Series No. 36. University of Toronto: Department of Educational Research, Ontario College of Education, 1965, 76 pp. $1.00.

Designed to represent a wide variety of views and to be related to current trends, this bibliography lists 240 references on the status of women, education of women, employment of women, and related topics.

106. Zapoleon, Marguerite Wykoff. Occupational Planning for Women.
SR New York: Harper and Brothers, 1961, 239 pp.

This book is based on the belief that because a woman's employment life is most unpredictable, vocational planning is all the more necessary. This planning must include plans for both homemaking and employment. A brief history of vocational guidance at the elementary, secondary, and college level is included, as well as a review of what is now being done in this field by schools, public employment services, local community agencies, older, handicapped and rural groups, Federal and state agencies, and occupational and women's organizations. The writer established criteria for a university or college level vocational guidance program for women.

8. This study was initiated to determine opinions of state supervisors concerning the inclusion of an employment emphasis in the secondary home economics curriculum; to determine what activities, if any, were in operation in this general area, and to determine differences in the attitudes, opinions, and amount of activity between rural and urban areas. Findings were that a majority agree that education for wage-earning is an emerging area of emphasis in home economics education at the secondary level, and that preparation for wage-earning occupations does have a role in the secondary curriculum; forty-nine percent of all states returning questionnaires report some activity regarding education for wage-earning in the secondary home economics curriculum; and no statistically significant differences were found between the opinions of supervisors from rural and urban-industrial areas.

SECTION II

EMPLOYMENT SITUATION

107. American Bakers Association. There's a Future for You in the Baking
SR Industry. Chicago: 20 North Wacker Drive, 20 pp.

The basic facts regarding the variety of occupations available in the baking industry are included with the basic job requirements and the predictions for the future of the industry.

108. Baer, Max F. "Some Employment Trends." Personnel and Guidance Journal, XLI (December, 1962), pp. 300-301.

The information in this article is concerned with changes in proportions of workers engaged in various occupations. Unemployment is shown to be proportional to amount of training. Areas identified as those of increased need are research and scientific personnel.

109. Bernard, Louise. "Out of School and Out of Work." Overview, XXX (July, 1962), pp. 32-35.

See Annotation 6.

110. Brill, Harry. "Educating Youth: The Cruel Solution." The Nation, CLXCVIII (March 23, 1964), pp. 296-297.

See Annotation 10.

111. Cooper, Joseph D. A Woman's Guide to Part-Time Jobs. Garden City,
SR New York: Doubleday and Co., Inc., 1963, 297 pp.

This book presents the opportunities for part-time employment of women in the United States as a whole. Thumbnail sketches of job areas in which there are the most part-time opportunities for women are given. Practical information for women planning part-time employment includes such general categories as: how to answer want ads, interview for a job, compute working costs; obtain advice from employment guidance counselors, agencies, professional societies, and schools; and obtain information on educational opportunities for adults. There is a list of State Directors of Vocational Education and State Employment Service Directors for all states. Temporary help agencies are described and many are listed. The author believes that the greatest future for part-time job opportunities for women are in (1) shortage occupations, (2) businesses that have peak periods and working days in excess of the normal work day, and (3) cost-conscious businesses that do not require the efforts of a full-time employee.

112. SR Ellis, Mary. "Young Women and the World of Work." Teen Times, XX (September/October, 1964), p. 9.

See Annotation 17.

113. "Employment Potential in Homemaker Service Areas." South Carolina Study, 1963.

This study, part of a larger state survey, was initiated to determine the employment potential in homemaker service areas. The results show that thousands of homemakers in South Carolina indicated a need for such services.

114. SR Greenleaf, Walter James. Occupations and Careers. New York: McGraw-Hill Book Co., Inc., 1955, 579 pp.

Designed for an occupations course, this text is divided into three main sections: I. the individual, II. individual occupations, and III. industries that employ workers in several occupations. Each occupation is described as to requirements and work involved.

115. Henning, John F. "New Opportunities for Vocational Education." American Vocational Journal, XXXVIII (February, 1963), pp. 20-22.

See Annotation 25.

116. SR Horowitz, Alice, ed. "The Outlook for Youth." The Reference Shelf, XXXIV (Number 1, 1962).

Sections I and II deal with education and employment of youth in articles reprinted from other magazines. The articles are selected to provide youth with guidelines to study the trends and opportunities for youth in education and the labor market.

117. Interdepartmental Committee and Citizens' Advisory Council on the Status of Women. Progress Report on the Status of Women. Washington: United States Department of Labor, 1964, 27 pp.

See Annotation 29.

118. International Labour Office. Vocational Guidance and Training of Girls and Women. New York: Commission on the Status of Women, United Nations Economic and Social Council, 1964, 160 pp.

See Annotation 30.

119. International Labour Office. Women Workers in a Changing World. Geneva, Switzerland: LaTribune De Geneve, 1963, 128 pp.

Written for consideration by the 40th Session of the International Labour Conference in 1964, this book presents the labour situation of women throughout the world. Special emphasis is given to the employment of women with family responsibilities and to women in developing countries.

120. Lawson, John B. "Vocational Preparedness." American Vocational Journal, XXXVIII (September, 1963), pp. 10-12.

See Annotation 34.

121. Michigan Employment Security Commission, Employment Service Division. Dressmaking Occupations. Occupational Guide No. 36. Detroit: 7310 Woodward, 48202, 1962, 16 pp. $.25.

Various jobs in the field of dressmaking as it exists in Michigan are described as to the type of work, employment outlook, earnings, entry requirements, and other pertinent factors.

Another publication in this series, providing similar information, is Sewing-Machine Operators, Occupational Guide No. 25, 1962.

122. Murphy, James M. Handbook of Job Facts. Chicago: Science Research
SR Associates, Inc., 1963, 98 pp.

The basic facts of 237 major occupations are listed in chart form under the following headings: Duties; Where Employed; Number of Workers; Education and Training; Special Qualifications; Ways to Enter Field; Chance of Advancement; Hours per Week; Earnings; and Supply and Demand.

123. National Manpower Council. Womanpower. New York: Columbia University Press, 1957, 372 pp. $5.00.

See Annotation 46.

124. National Manpower Council. Work in the Lives of Married Women. New York: Columbia University Press, 1958, 215 pp.

See Annotation 47.

125. Peterson, Esther. "The Myth and the Reality." Realm, I (October, 1963).

See Annotation 52.

126. Peterson, Esther. "Working Women." Daedalus, XCIII (Spring, 1964), pp. 671-699.

See Annotation 53.

127. President's Commission on the Status of Women. *American Women.* Washington: Superintendent of Documents, United States Government Printing Office, 1963, 86 pp. $1.25.

See Annotation 54.

128. President's Commission on the Status of Women. *Report of the Committee on Federal Employment.* Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 195 pp. $1.50.

See Annotation 57.

129. President's Commission on the Status of Women. *Report on Four Consultations.* Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 38 pp. $.35.

See Annotation 58.

130. President's Commission on the Status of Women. *Report of the Committee on Private Employment.* Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 55 pp. $.40.

The work of this committee focused on barriers to equal opportunity for women in employment, training and job advancement, and inequalities in pay for comparable work done by men and women. Recommendations to abolish these inequalities are discussed. The findings of the committee on the employment situation of working mothers are included in their report.

The report of this and other committees is compiled in the publication *American Women* cited elsewhere in this bibliography.

131. President's Commission on the Status of Women. *Report of the Committee on Protective Labor Legislation.* Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963, 38 pp. $.30.

The committee surveys protective legislation of the various states and makes recommendations for new laws and/or extension of previous coverage.

The report of this and other committees is compiled in the publication *American Women* cited elsewhere in this bibliography.

132. Pryor, Hubert. "Suprising Facts About Women, Work, and Marriage." *Science Digest*, LIV (October, 1963), pp. 79-82.

See Annotation 62.

133. Ravitz, Mel. "The Implications for Changing Employment Patterns." Adult Leadership, XI (January, 1963), pp. 199-200.

Some of the changes in the employment patterns of the United States include a decline in the number of workers needed in agriculture, fishing, mining, and forestry and an increase in the number needed in transportation, communication, trades, professions, clerical work, construction and skilled labor; an influx of women in paid employment; and an earlier retirement age. Implications of recent employment trends are that more training and retraining are needed, job discrimination should be eliminated, and work should be made available to those now unemployed by reducing the length of the work week of some.

134. SR Roxanna Community Unit School District #1, Office of the Superintendent of Schools. The Teenager Who Lost the Future. Roxanna, Illinois: Office of the Superintendent, 1961.

In an effort to keep students in school, the Roxanna Community Unit School District contacted executives of business and industry in their community. The executives were asked to make comments on the school drop-out problem in general and the relation of a high school diploma to future life. Each of the respondents described the importance of having a high school diploma in order to obtain a job in their company and in all of business and industry. Many also commented on the value of education to the person himself. The pamphlet is a compilation of these letters.

135. SR State of Illinois, Vocational Guidance Service. Cooks and Chefs. D.O.T. 2-26. Springfield: 405 Centennial Building, 1963.

Cooks and Chefs is one of a series of one-page sheets describing the employment outlook, present employment situation, type of work performed, and the training required for particular occupations. Also included are sources of additional information and schools in Illinois which offer appropriate training.

Another in this series is Baker D.O.T. 4-01.10.

136. Stern, Jacob. "The Woman As a Wage Earner." Conference Proceedings, A New Look at the Vocational Purposes of Home Economics Education. Urbana, Illinois: Universitv of Illinois, Division of Home Economics Education, 1963, 106 pp. $1.00.

See Annotation 76.

137. United States Department of Health, Education and Welfare, Office of Education. Education for a Changing World of Work. Pub. No. 80020. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 24 pp. $.30.

In the next decade 26 million young workers will start work. Only two out of ten of these will be college graduates. Since occupations which are rapidly expanding require the most training, several vocational education statutes have been passed to meet the challenge of the changing world of work. This bulletin discusses the changing employment picture, vocational education statutes, and the implications for vocational education due to these changes. Much of the information is graphically illustrated.

138. United States Department of Health, Education, and Welfare, Office
SR of Education. High School Dropouts--A 20th Century Tragedy. Washington: Superintendent of Documents, United States Government Printing Office, 20402. $.05.

This brief leaflet gives the basic facts regarding who drops out of school, why he drops out, and what happens when he does. Suggestions to schools and other groups interested in keeping the potential dropout in school are outlined. To the high school student, facts are presented regarding the opportunities in the labor force and estimated earnings of those attaining various educational levels.

139. United States Department of Health, Education and Welfare, Public Health Service, Division of Community Health Services. Directory of Homemaker Services, 1963. Public Health Service Publication No. 928. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, 324 pp. $1.50.

A Homemaker Service as defined by the 1959 National Conference on Homemaker Services is defined as a "community service sponsored by a public or voluntary health or welfare agency that employs personnel to furnish home help services to families with children; to convalescent, aged, acutely or chronically ill, and disabled persons; or to all of these." The directory contains data on the 303 known agencies including the number of agencies in each state, the number of homemakers employed, the number and type of families served, type of administration of the agency, and the fee required. The address and director of each agency is included.

140. United States Department of Health, Education and Welfare, Social Security Administration, Children's Bureau. Licensed Day Care Facilities for Children. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 29 pp. $.25.

Statistics regarding day care centers and family day care homes in the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands are included in this report. Information is reported on state responsibility for licensing day care facilities, licensing requirements with respect to age and number of children served, facilities exempt from licensing, types of operation, recent trends in the number of licensed day care facilities, the adequacy of state licensing authority, and the need for additional day care facilities.

141. United States Department of Health, Education and Welfare, Welfare Administration, Children's Bureau. Children of Working Mothers. Publication Number 382-1960. Washington: Superintendent of Documents, United States Government Printing Office, 1960, 38 pp. $.20.

See Annotation 85.

142. United States Department of Labor, Bureau of Employment Security.
SR Job Guide for Young Workers. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 89 pp. $.45.

Advice is given young jobseekers in selection of appropriate objectives and the means for their attainment. Places to obtain booklets and information or leads to jobs are suggested. The job outlook for the next decade shows that opportunities in construction, finance-insurance-real estate, trades, service and government will expand and those in manufacturing, transportation and utilities, mining, and agriculture will remain about the same or decline. A major portion of this publication is concerned with specific jobs and the duties, characteristics, qualifications, employment prospects, advancement opportunities, and possible locations for employment on each.

143. United States Department of Labor, Bureau of Employment Security. The Occupational Outlook for the Decade 1960 to 1970. Washington: Superintendent of Documents, United States Government Printing Office, 1961.

Tables present the projected figures for the decade between 1960 and 1970 in population, labor force, and work opportunities. Consideration of this data will give direction to teachers and counselors of young people in secondary schools and colleges.

144. United States Department of Labor, Bureau of Labor Standards. Design for Community Action. Bulletin 248. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 36 pp. $.20.

Part I of this bulletin discusses the employment problems of youth in today's radically changing labor market. The necessity of taking immediate action to assist the youth who are presently unemployed and of developing new programs to forestall even greater problems in the future is stressed.

Part II outlines a method by which communities can launch a program to help solve the occupational problems of young people.

145. United States Department of Labor, Bureau of Labor Statistics. Marital and Family Characteristics of Workers. Special Labor Force Report No. 40. Washington, D.C.: Bureau of Labor Statistics, 1964.

The marital and family characteristics of men and women in the labor force, based on figures for March 1963, are reviewed.

146. United States Department of Labor, Bureau of Labor Statistics. Semiskilled and Unskilled Workers. Occupational Outlook Brief. Washington: United States Government Printing Office, 20402, 4 pp. $.10.

Facts and figures concerning present and future possibilities, drawbacks, and trends in the area of semiskilled and unskilled labor are discussed. This brief is one of a series of reprints from the 1963-4 Occupational Outlook Handbook.

147. United States Department of Labor, Bureau of Labor Statistics. Service Occupations. Occupational Outlook Brief. Washington: United States Government Printing Office, 20402, 4 pp. $.10.

Service occupations are defined as those that provide services that add to people's comfort and enjoyment and protect lives and property. Training requirements and opportunities and the employment outlook for the future for this area of occupations are indicated.

148. United States Department of Labor, Manpower Administration. Manpower and Training Needs of the Food Service Industry. Washington: Superintendent of Documents, United States Government Printing Office, 1964, 66 pp.

In April 1964, the Department of Labor sponsored a conference for representatives of education, management, unions, trade and professional associations, and government agencies to discuss the manpower and training needs of the food service industry. The highlights of the presentations made to the group and the recommendations from those attending are contained in this report.

149. United States Department of Labor, Manpower Administration. Mobility and Worker Adaptation to Economic Change in the United States. Manpower Bulletin No. 1. Washington: United States Government Printing Office, 20402, 1963, 77 pp.

See Annotation 87.

150. United States Department of Labor, Manpower Administration. Selected Manpower Indicators for States. Manpower Research Bulletin Number 4. Washington: Office of Manpower, Automation, and Training, 1963, 52 pp.

Statistics are given by states on various areas of employment, education, color, mobility, occupations, income, population growth and labor force growth.

151. United States Department of Labor, Office of Manpower, Automation, and Training. Family Breadwinners: Their Special Training Needs. Bulletin Number 5. Washington: Manpower Administration, United States Department of Labor, 1964, 16 pp.

See Annotation 88.

152. United States Department of Labor, Office of Manpower, Automation, and Training. Occupational Training of Women, Under the Manpower Development and Training Act. Washington: United States Government Printing Office, 1964, 19 pp.

See Annotation 89.

153. United States Department of Labor, Women's Bureau. Careers for Women as Technicians. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 27 pp. $.20.

Technical occupations are relatively new and are considered an emerging occupational field for women. There is a serious shortage of trained personnel in these fields and many of the technical occupations are particularly suited to women. Occupations of this type and those where women are increasingly being accepted are enumerated. Training requirements, facilities for training, earnings, and future outlook for technicians are topics of discussion in this pamphlet.

154. SR United States Department of Labor, Women's Bureau. Equal Pay Facts. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, $.05.

The Federal Equal Pay Act of 1963 became effective June 11, 1964 covering workers involved in interstate commerce. This leaflet outlines the importance of and reasons for equal pay. It also lists organizations which support the theory of equal pay for comparable work regardless of the sex of the worker.

155. SR United States Department of Labor, Women's Bureau. Future Jobs for High School Girls. Pamphlet 7. Washington: Superintendent of Documents, United States Government Printing Office, 1959, 64 pp. $.40.

Sources of training and descriptions of jobs employing large numbers of women are given to help prepare the high school girl for the world of work.

156. United States Department of Labor, Women's Bureau. 1962 Handbook for Women Workers. Bulletin 285. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 202 pp. $.55.

See Annotation 92.

157. United States Department of Labor, Women's Bureau. Part-time Employment for Women. Women's Bureau Bulletin 273. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1960, 53 pp. $.30.

The number of women part-time workers increased by 47% from 1950-8, and during 1958 almost 3/5 of all part-time workers were women. These two facts illustrate the importance of part-time jobs to women and of women part-time workers to the national economy. In this pamphlet a multitude of facts are presented regarding women in the part-time labor force, the ages of these women, and the types of work they do. The value of these facts to women is further emphasized by the prediction that the number of women working part-time will increase over 75% between 1958 and 1975.

158. United States Department of Labor, Women's Bureau. State Hour Laws for Women. Bulletin 277. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 105 pp. $.35.

This bulletin summarizes the provisions of state hour laws for women. Data is given for individual states and Puerto Rico.

159. United States Department of Labor, Women's Bureau. State Labor Laws for Women. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 13 pp.

This bulletin summarizes the provisions of state labor laws for women. Data are given for individual states, the District of Columbia, and Puerto Rico in the following categories: (1) minimum wage; (2) equal pay; (3) hours of work; (4) industrial homework; (5) employment before and after childbirth; (6) occupational limitations; and (7) other standards, such as seating provisions and weightlifting limitations.

160. United States Department of Labor, Women's Bureau. The Changing Status of Women, Report of the Chicago Regional Conference. Washington: United States Department of Labor, Women's Bureau, 1962, 48 pp.

See Annotation 94.

161. Wigney, Trevor. The Education of Women and Girls In a Changing Society--A Selected Bibliography with Annotations. Educational Research Series No. 36. University of Toronto: Department of Educational Research, Ontario College of Education, 1965, 76 pp. $1.00.
SR

See Annotation 105.

162. Winter, Elmer. A Woman's Guide to Earning a Good Living. New York: Simon and Schuster, Inc., 1961, 401 pp.
SR

In writing to women on the employment problems and opportunities of today's American women, Mr. Winter stresses such preliminaries as the history of women's employment in the United States, how to know your qualifications, where to go for advice, and when to work. Specific problems and advantages of the seven groups of working women are discussed in some detail. These groupings are: the young working student, the young unmarried woman, the married woman without children, the woman with preschool children, the woman with older children, the mature worker, and the woman alone. Fifty-two of the newest and/or most sought after employment areas for women are described. The entire book is seemingly based upon two basic beliefs: (1) whether or not to become employed is an individual decision, but if a woman is married her employment should be kept secondary to the well-being of her family and (2) long-range considerations, plans, and goals are absolute necessities.

SECTION III

EMPLOYMENT EDUCATION--JUNIOR AND SENIOR HIGH SCHOOL

163. American Bakers Association. There's a Future for You in the Baking Industry. Chicago: 20 North Wacker Drive, 20 pp.
SR

See Annotation 107.

164. American Vocational Association. Pilot Training Programs in Home Economics. Washington: The American Vocational Association, Inc., 1510 H Street, N.W., 20005, 15 pp.

See Annotation 2.

165. Baer, Max F. and Edward C. Roeber. Occupational Information. Chicago: Science Research Associates, Inc., 1958, 495 pp.

This is a comprehensive text on occupational subject matter. Of particular interest to teachers is the wealth of descriptions of sources of occupational literature and how to evaluate such materials.

166. Berkeley Public Schools, High School Homemaking Department. Sanitary Food Service. Berkeley, California: Berkeley Public Schools, 1960.

This represents a review of material from the Food Handlers Course offered by the Berkeley City Health Department. The Berkeley High School Homemaking Department offers courses entitled Food Service I and Food Service II. Requirements for entrance into these courses include a grade of "B" in Advanced Foods and recommendations of the counselor, lunchroom supervisor, instructor, and dean of girls. Food Service II includes 2 hours a day of paid employment.

167. Bigler, George S. "All for Work Experience." Business Education Forum, XVI (May, 1962), p. 32.

Cooperative work experience programs have helped both students and employers. The writer suggests that there are advantages in having the student find his own job and in helping other students by telling them how he obtained his job. Educational materials which can be used in work experience programs are suggested.

168. Brigham, Grace H. Housekeeping for Hotels, Motels, Hospitals, Clubs, and Schools. New York: Ahrens Publishing Company, Inc., 1962, 158 pp.
SR

This book makes a contribution toward advancing the professional status of housekeeping management. The text may be used either as a student or teacher reference in preparing executive housekeepers (who are accountable for the appearance of the entire house) and their assistants.

169. Burchill, George W. Work-Study Programs for Alienated Youth. Chicago: Science Research Associates, 1962, 261 pp.

See Annotation 12.

170. California State Department of Education. A Directory of Occupation-Centered Curriculums in California Junior Colleges and Schools for Adults. Sacramento: State Department of Education, 1962, 40 pp.

The benefits of youth employment to themselves, to their employers, and to the community are discussed. An overview of procedures and regulations governing youth employment are included in this brochure with references to more detailed sources of information.

171. Canada. Department of Labour of Canada, Women's Bureau. Vocational and Technical Training for Girls. Ottawa: Queen's Printer, 1963, 96 pp. $.75.

See Annotation 14.

172. Chronicle Guidance Publications. Chronicle Occupational Briefs. Moravia, New York: Chronicle Guidance Publications, Inc. $.35 each.
SR

Occupational briefs provide information on History of the Occupation, Work Performed, Working Conditions, Personal Qualifications Required, Training Requirements, Training Opportunities, High School Subjects Related to the Job, Methods of Entry, Hours and Earnings, Opportunities for Promotion, Related Jobs, Outlook for the Occupation and Sources of Additional Information. Briefs of special interest include:

1R	Baker	1961
40R	Chefs and Cooks	1963
232	Domestic Service Occupations	1962
215	Dressmaker	1961
49R	Patternmaker	1963
15R	Salesperson, Retail	1962
137	Summer Jobs for Teen-Agers	1963
17R	Waiter-Waitress	1961

Special Briefs of Interest:

297SB	Are You Thinking of Leaving School	1963
296SB	Choosing Your Occupation	1963
325SB	Opportunities for Women in Business	1965
286SB	Vocational Education Act of 1963	1964

173. Coe, Burr D. "Vocational Education in the High School." *Theory Into Practice*, III (December, 1964), pp. 171-174.

The conditions leading to the new surge of interest in the vocational courses are analyzed. Comparisons are drawn between vocational students and students as a whole. The author discusses the traditional structure of vocational education and presents his ideas for future innovations.

174. Cooper, Joseph D. *A Woman's Guide to Part-Time Jobs*. Garden City,
SR New York: Doubleday and Company, Inc., 1963, 297 pp.

See Annotation 111.

175. Downs, Helen and Marcia True. "Home Economics Can Help Prepare for Wage-Earning Occupations." Unpublished Paper. Orono, Maine: University of Maine, 1962.

This leaflet includes an outline of the employment orientation unit planned by Helen Downs and Marcia True for the Edward Little High School, Auburn, Maine. The philosophy and objectives that guided the planning of this unit, a list of jobs categorized under the various major areas of home economics, and agencies available in the community with possibilities for work experience in jobs related to home economics are also included.

176. Feingold, S. Norman and Harold List. *How to Get that Part-time Job*. New York: Arco Publishing Company, Inc., 1958, 92 pp.

This booklet presents hints on how to look for and where to obtain part-time jobs. It is equally helpful for students who wish to insure their education; employed adults who need additional income; and for those in retirement who wish to remain useful and productive. Information concerning interviews, applications and laws governing part-time workers is presented. A listing of part-time jobs including a glossary of little known and unusual part-time jobs completes this publication.

177. Fisher, Margaret. "The Role of Women in the Home and Community."
SR *Teen Times*, XIX (November/December, 1963), pp. 2-3.

"As the women of today and of tomorrow you carry with you a great responsibility. The impact that you make in the home and community will be significant. Prepare yourselves well, never stop learning, never stop growing, never assume that the job is finished, and you will see positive evidence that this is a better world because you have been here." This philosophy underlies the article written to the Future Homemakers of America by Mrs. Fisher.

178. Greenleaf, Walter James. Occupations and Careers. New York: McGraw-Hill Book Company, Inc., 1955, 579 pp.
SR

See Annotation 113.

179. Haldane, Bernard. How to Get a Head Start on Success. New York: Olympia Typewriter Company, 1963, 36 pp.
SR

Mr. Haldane defines success as "the kind of life that permits you to do what you can do well and enjoyably, and in a way that makes you proud of what you are doing." Ten steps for success, how to find jobs, obtain interviews, and prepare for interviews with confidence, are included in this pamphlet.

180. Hall, Guin. "Home Economics Forerunner for the Future." Practical Forecast, X (May, 1965), pp. 25, 42.

One of the major responsibilities of a home economist should be "to assume leadership in developing educational programs most suitable to the many stages of a woman's life." This includes educating women for the dual role of homemaker and wage earner. The author challenges the profession to assume this leadership before someone else does the job.

181. Hill, Wendell P. Planning My Future. Chicago: Science Research Associations, 1958, 34 pp.
SR

Although designed for a guidance course, this workbook could have many other uses. Forms are included for helping the student know himself, explore the world of work, and plan his education.

182. Illinois Teacher of Home Economics. Volume VIII. Urbana, Illinois: 342 Education Building, University of Illinois, 61803, 1964-65. $3.00/year, $.50/copy.

See Annotation 28.

183. Indiana Restaurant Association, Inc. Guide to Job Descriptions in the Indiana Restaurant Industry. Indianapolis: Indiana Employment Security Division, 1957, 63 pp.

Job descriptions for seventy-two restaurant occupations have been developed to aid a restaurant operator in developing his own set of job descriptions.

184. Karnes, Merle. Prevocational Services for Handicapped Youth. Champaign, Illinois: Champaign Public Schools, 1961.

The Champaign Unit 4 school district helps bridge the gap between the school and employment in the community by its prevocational services to youth. Roles and responsibilities of the various school personnel and school and community committees concerning services to the handicapped are discussed. Three developmental stages of work experience are offered in Champaign: the in-school work program, part-time work in the community in the work-study program, and post-school work experience.

185. Lefler, Janet, Francois Blanc, and Louis Sack. The Waiter and His
SR Public. New York: Ahrens Publishing Company, Inc., 1959, 109 pp.

The background material for this publication has been supplied by a number of experts in the areas of food preparation and service. Psychology of service and harmonious relations with customers and other employees are emphasized as well as knowledge and techniques important to proper service. Interest is created by the cartoon-like pencil sketches and light humorous style of writing. Much of the content is as applicable to the preparation of waitresses as it is to waiters.

186. Lifton, Walter M., ed. Keys to Vocational Decisions. Chicago:
SR Science Research Associates, 1964, 521 pp.

A compilation of writings of people who are trained in helping others plan their futures. Selections which are also available in pamphlet form are: Choosing Your Career by J. Anthony Humphreys, Your Personality and Your Job by Daniel Sinick, Discovering Your Real Interests by Blanche B. Paulson, What Tests Can Tell You About You by Arthur E. Smith, Our World of Work by Seymour L. Wolfbein and Harold Goldstein, School Subjects and Jobs by John H. Brochard, Study Your Way Through School by C. D'A Gerken, Should You Go to College by Robert J. Havighurst and Esther E. Diamond, Girls and Their Futures by Marguerite W. Zapoleon, and Finding Part-Time Jobs by S. Norman Feingold and Harold List.

187. Mason, Ralph and Patricia M. Rath. Distributive Notebook for
SR Occupational Growth. Danville, Illinois: Interstate Printers and Publishers, 1963. $1.75.

Although this work-text was prepared for distributive education students, many of the "orientation to work" pages are suitable for use in preparing students for home economics-related jobs.

188. McKeon, Barbara. "Culinary Careers Deter Dropouts." Practical Forecast for Home Economics, IX (January, 1964), pp. 14-15.

Career guidance classes for potential dropouts and failures were organized five years ago in New York City. This article describes a career guidance class in the food service area. The total program has proved successful in preparing students for jobs and in helping them realize the need of more education.

189. Miller, Mae Josephine and Helen J. Evans. "Pre-employment Education by Home Economics Teachers." Illinois Teacher of Home Economics, V (Number 7, 1962), 47 pp. $.50.

See Annotation 43.

190. Miller, Mae Josephine and Helen J. Evans. "Pre-employment Education by Home Economics Teachers." Illinois Teacher of Home Economics, V (Number 9, 1962), 47 pp. $.50.

This issue was prepared as a follow-up for issue No. 7 of this volume. Some of the possibilities for including an employment emphasis in the secondary home economics curriculum are explored. The pilot program at Chicago's Flower Vocational High School is described and serves as a frame of reference for organization of work experience programs in home economics related jobs.

191. Murphy, James M. Handbook of Job Facts. Chicago: Science Research SR Associates, Inc., 1963, 98 pp.

See Annotation 122.

192. National Restaurant Association. Careers in Quantity Food Service. SR Chicago: 1530 North Lake Shore Drive, 1958, 19 pp.

Because Americans eat approximately 1/4 of their meals away from home and because of the growing population, the quantity food service industry is dynamic and expanding. Questions are answered regarding available positions, training, and personal qualities required, and the scope of the restaurant industry.

193. National Restaurant Association. New Horizons in Food Service SR Careers. Chicago: 1530 North Lake Shore Drive, 1958.

A film strip and narration guide have been prepared to acquaint people with the opportunities in the food service industry. Jobs and employee requirements are explained, as well as the scope of the industry.

194. National Restaurant Association. Vocational Guidance Manual for SR the Food Service Industry. Chicago: National Restaurant Association, 1530 North Lake Shore Drive, 1958, 20 pp.

This booklet was designed for a quick reference for teachers and career counselors to aid in answering student questions about the restaurant and food service industry.

195. Novak, Benjamin J. and Mina E. Sundheim. "Careers for Potential Dropouts." Education, LXXXV (December, 1964), pp. 199-205.

See Annotation 49.

196. Paradis, Adrian A. From High School to a Job. New York: David
SR McKay Company Inc., 1950, 233 pp. $.50.

The author suggests that there are many job opportunities for non-college bound students. This book was written for the purpose of helping such students choose the right career. Career areas investigated in this publication are banking and finance, communications, construction, electric power and gas industries, farming, government service, insurance, manufacturing, the petroleum industry, publishing, the restaurant and hotel business, selling, service industries, and transportation. In addition to the information provided in this publication, further references are suggested for each area of job opportunity.

197. Prosser, Charles A. and Calvin S. Sifferd. Selecting an Occupation.
SR Bloomington, Illinois: McKnight and McKnight Publishing Company, 1953.

Significant facts are presented about a wide range of representative occupations. Attention is devoted to meeting the physical, mental, educational, and personal requirements of occupations.

198. Purgraski, Carolyn. "Job Pretraining." Practical/Forecast, IX
SR (May, 1964), pp. 14-15, 31.

Mrs. Purgraski initiated and taught the job pretraining course in Bay City, Michigan, which is described in her article.

199. Putnam, Jane and Charles Loedel. "We Emphasize Job Orientation for Seniors." Business Education World, XLIII (May, 1963), p. 24.

Lectures, discussions, sample interviews, and movies are some of the activities included in the job orientation program for seniors described by these writers. The objectives of this program are: to acquaint seniors with procedures in securing employment; to communicate to the student the places and ways to secure employment; to improve students' skill in completing application forms in preparing personal data sheets and in developing letters of application; to help them learn to use interviews to sell themselves to their future employers; to impress seniors with requisites for job success; and to explain why some employees are not successful.

200. Reinwald, Clio. "Education for Employment." The Bulletin of the National Association of Secondary School Principals, XLIII (December, 1964), pp. 28-37.

See Annotation 64.

201. Roxanna Community Unit School District #1. Diploma Yes, What Else?
SR Roxanna, Illinois: Office of the Superintendent, 1963.

This booklet is a compilation of letters written by executives in many large industries in answer to the question posed in the title. Every letter emphasizes the absolute necessity of the high school diploma. Other requirements receiving emphasis are flexibility, neatness of appearance, constructive work attitudes, willingness to learn and to work, creditable high school record, and ambition, to name but a few.

202. Roxanna Community Unit School District #1, Office of the Superintendent of Schools. The Teenager Who Lost the Future. Roxanna, Illinois: Office of the Superintendent, 1961.
SR

See Annotation 134.

203. Savitzky, Charles. "Job Guidance and the Disadvantaged." The Clearing House, XXIX (November, 1964), pp. 156-158.

See Annotation 67.

204. Savitzky, Charles. "Work Experience for Potential Dropouts." National Association of Secondary School Principals Bulletin, XLVI (November, 1962), pp. 53-59.

School officials have become increasingly concerned with the dropout problem. This article discusses identification of potential dropouts and rehabilitation and redirection through work-experience or work-study programs. Specific changes in curriculum content to more adequately meet the needs of this group of students are suggested.

205. Science Research Associates. Occupational Briefs on America's Major Job Fields. Chicago: Science Research Associates, 259 East Erie Street, 1961. $.35 each.
SR

Occupational briefs may be purchased singly or in quantity for a number of occupations which are related to home economics. The following are discussed for each occupation: nature of the work, requirements and training, getting started, related jobs, earnings, and future outlook.

"Agricultural and Home Economics Extension Workers," No. 92
"Airline Hostesses," No. 120
"Apartment House Janitors," No. 336
"Bakers," No. 21
"Busboys," No. 317
"Butchers," No. 192
"Camp Counselors," No. 283
"Cannery Workers," No. 58
"Cleaning and Dyeing Workers," No. 59
"Clothing Manufacturing Workers," No. 83
"Confectionery Industry Workers," No. 171
"Cooks and Chefs," No. 115
"Custom Tailors and Dressmakers," No. 24

"Department Store Salespeople," No. 116
"Dieticians," No. 71
"Executive Housekeepers," No. 326
"Food Store Checkers," No. 332
"Food Store Workers," No. 117
"Food Technologists," No. 215
"Frozen Foods Industry Workers," No. 123
"Gift Shop Owners and Managers," No. 234
"Home Economists," No. 6
"Hotel Service Workers," No. 13
"Household Workers," No. 265
"Interior Decorators," No. 8
"Kindergarten and Nursery School Teachers," No. 186
"Laundry Workers," No. 175
"Licensed Practical Nurses," No. 119
"Milliners," No. 153
"Models," No. 167
"Restaurant Managers," No. 350
"Retail Clothing Salespeople," No. 319
"Salesmen," No. 239
"Waiters and Waitresses," No. 267

206. Slocum, W. L. and LaMar T. Empey. Occupational Planning by Young Women. Bulletin 568. Pullman, Washington: Agriculture Experiment Station, Washington State University, 1956.

A study of occupational experiences, aspirations, attitudes and plans of college and high school girls is reviewed.

207. Smith, Harold T. Education and Training for the World of Work. Kalamazoo, Michigan: The W. E. Upjohn Institute for Employment Research, 1963, 165 pp.

See Annotation 72.

208. SR State of Illinois, Department of Labor, Bureau of Employment Security. Timely Tips for Job Seekers. Springfield: Department of Labor, 1963.

This small leaflet depicts, in semi-cartoon style, eighteen tips for selling yourself to an employer. This would be useful only as a student reference, and might be very useful with slow learners or slow readers.

209. SR State of Illinois, Vocational Guidance Service. Cooks and Chefs. D.O.T. 2-26. Springfield: 405 Centennial Building, 1963.

See Annotation 135.

210. SR State of Washington, State Board for Vocational Education, Home Economics Division. Occupational Literature on Home Economics and Related Vocations. H.E. Bulletin No. 23. Olympia: State Board for Vocational Education.

Compiled before the enactment of the Vocational Education Act of 1963, this bibliography was done to aid in providing references for teachers, counselors, and young people for vocational planning.

211. Sterling Publishing Company. Sterling Guide to Summer Jobs. New York: Sterling Publishing Company, 1962, 128 pp. $2.50.
SR

The editors of the Sterling Publishing Company, under the supervision of Marianne S. Anderson, have conducted a survey among hundreds of colleges and universities, placement services, industrial leaders, and church councils in an attempt to answer students' questions concerning summer and part-time employment: In what kinds of jobs are students working? Which pay the highest salaries? Which provide good training for future careers? This book is written with those students in mind who aim for maximum earnings in a minimum of time as well as those who are looking for the type of job most useful as a stepping-stone to lifetime employment. Although this book was written with the college student in mind, much of the content may be adapted to meet the needs of students at the secondary level.

212. Strom, Robert D. "The Dropout Problem in Relation to Family Affect and Effect." The Journal of Home Economics, LVI (May, 1964), pp. 299-303.

See Annotation 78.

213. Strom, Robert D. The Tragic Migration. Washington: Department of Home Economics, National Education Association, 1201 Sixteenth Street, N.W., 20036, 1964, 41 pp. $.75.

See Annotation 79.

214. "Tea-Room Time." Coed, X (May, 1965), pp. 54-55.

A description of the Foods IV Class at John Adams High School in Cleveland, Ohio, in which the students completely manage and operate a tea room.

215. The Institute for Research. Candy Store Operation as a Career. Career Research Monograph No. 144. Chicago: The Institute for Research, 1962. $.95.
SR

This monograph is concerned with the operation of a retail candy store and the careers of owner-operator, store manager, candy maker, and salesclerk in a candy store. Topics explored include the history of candy tradesmen, the importance of the career, types of candy stores, jobs in a retail candy store, personal qualifications, education, salaries, opportunities, and establishing a candy store.

216. The Institute for Research. Executive Housekeeping as a Career. Career Research Monograph No. 181. Chicago: The Institute for Research, 1960. $.95.
SR

Increasing recognition is being given to the work of the executive housekeeper. Salaries have improved and opportunities are greater than every before. This monograph gives some insight into the nature of this career and qualifications for success.

217. The Institute for Research. Flower Shop Management As a Career. Career Research Monograph No. 87. Chicago: The Institute for Research, 1962. $.95.
SR

As a result of the increasing importance of flowers in modern life, the business of floriculture has attained considerable size. Some of the advantages and disadvantages of work in a florist shop and how to get started in the business are discussed.

218. The Institute for Research. Gift and Art Shop Operation as a Career. Career Research Monograph No. 87. Chicago: The Institute for Research, 1964. $.95.
SR

The operation of gift shops has proved both profitable and enjoyable for the thousands of persons engaged in this vocation. Research concerning this vocation has revealed its history, the nature of the career, qualifications, earnings, opportunities, and how to get started in the business.

219. The Institute for Research. Nursery School Operation and Teaching as a Career. Career Research Monograph No. 214. Chicago: The Institute for Research, 1964. $.95.
SR

Because of the increasing importance today of providing educational facilities for the child of pre-school age, teachers are in great demand in nursery schools. Opportunities exist in both public and private nursery schools all over the country. This monograph describes the nature of the work, qualifications, salaries and earnings which may be expected.

220. The Institute for Research. Professional Cook and Executive Chef--Careers. Career Research Monograph No. 230. Chicago: The Institute for Research, 1962. $.95.
SR

Every day the number of persons who eat their meals outside the home grows larger. This research monograph offers much information concerning the growing field of food services.

221. The Institute for Research. Restaurant, Tea Room, and Cafeteria Operation--Careers. Career Research Monograph No. 69. Chicago: The Institute for Research, 1959. $.95.
SR

Positions in food service from bus boys to chain executives are described in this monograph along with the personal qualifications, education, training and earnings to be expected in the various positions.

222. The Institute for Research. Snack Shop Restaurant Operation as a
SR Career. Career Research Monograph No. 161. Chicago: The Institute for Research, 1963. $.95.

This monograph is primarily concerned with the work of the owner-operator, as well as other jobs in small eating places.

223. The Institute for Research. Women's Apparel Shop Operation as a
SR Career. Career Research Monograph No. 55. Chicago: The Institute for Research, 1962. $.95.

This monograph includes a brief history of the retailing industry, a detailed description of the various kinds of jobs, personal qualifications, training, salaries, and opportunities in the field.

224. United States Department of Health, Education and Welfare, Office
SR of Education. Food Service Industry, Training Programs and Facilities. Vocational Division Bulletin No. 298. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 183 pp. $.65.

The employment potential in the food service industry is increasing. Food service offers a variety of jobs requiring a wide range of ability and training. This bulletin covers the scope and functions of food service and the roles, qualifications, opportunities, responsibilities, and training of the food service salesperson.

225. United States Department of Health, Education and Welfare, Office
SR of Education. High School Dropouts--A 20th Century Tragedy. Washington: Superintendent of Documents, United States Government Printing Office, 20402. $.05.

See Annotation 138.

226. United States Department of Health, Education and Welfare, Office
SR of Education. Management Problems of Homemakers Employed Outside the Home. Vocational Division Bulletin No. 289. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 153 pp. $.65.

This information is especially pertinent in an age of increasing employment of wives and mothers. Teachers, as well as students, will find this a helpful reference in management units. Some of the areas of emphasis included are: deciding to work outside the home; dividing responsibility among family members; guidance and care of children when the mother is employed; management of time and energy; maintaining health and caring for the sick; management of food and provisions for clothing; management of money; purchasing problems; planning for housing, furnishings, and equipment; planning for recreation and leisure; and family attitudes concerning maternal employment.

227. United States Department of Health, Education and Welfare, Office of Education. The 1963 Dropout Campaign. Bulletin 1964, No. 26. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, 34 pp. $.20.

See Annotation 83.

228. United States Department of Health, Education, and Welfare, Office of Education. Organization and Effective Use of Advisory Committees. Vocational Division Bulletin No. 288. Washington: Superintendent of Documents, United States Government Printing Office, 1960, 75 pp. $.30.

An advisory committee fulfills the following purposes for education: (1) provides advice not easily obtainable elsewhere, (2) provides public relations potential, and (3) provides external support of policies. With the new emphasis on teaching for employment there is increased importance in having an advisory committee composed of representatives from labor and management for home economics. This bulletin describes procedures in selection, operation and evaluation of such advisory committees.

229. United States Department of Health, Education and Welfare, Office of Education. Vocational Education in the Next Decade--Proposals for Discussion. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1961, 197 pp.

See Annotation 84.

230. United States Department of Health, Education and Welfare, Social
SR Security Administration. Social Security. OASI-413. Washington: Social Security Administration, 1961.

This is a kit containing social security teaching aids. A file folder with many of the facts of Social Security printed on it is included with the kit. Information includes how much work is needed to be entitled to benefits, who is covered by the law, who gets payments, and maximum payments possible to beneficiaries.

Included in the kit are the following:
(1) Suggested Outline for Studying Social Security, OASI-80d The outline is a teaching plan divided into three sections including the purpose, order of instruction, teaching aids, and discussion questions for each three sections.

(2) From Account Number to Benefit, OASI-82, 1961
An illustrated diagram of the steps a worker follows through his life cycle in regard to Social Security. 8" x 10" and 34" x 44"

(3) History of the Social Security Law, OASI-83, 1963
A graph of the history of the Social Security Law. 8" x 10" and 34" x 44"

(4) How the Social Security Law Works, OASI-81, 1963
An illustrated diagram of the organization of the Social Security system. 8" x 10" and 34" x 44"

(5) List of Free Social Security Teaching Aids, OASI-80b, 1963

231. United States Department of Health, Education and Welfare, Social
SR Security Administration. Three Who Came Back. OASI 38B. Washington: Superintendent of Documents, United States Government Printing Office, 20210, 1963, 16 pp. $.25.

Three stories, in cartoon form, illustrate important facts regarding Social Security. Some of these facts are: the importance of registering with the Social Security Administration and keeping them informed of such things as name change or change of address, when disability benefits are payable, and when survivors benefits are payable.

232. United States Department of Health, Education and Welfare, Welfare
SR Administration, Children's Bureau. When Teenagers Take Care of Children. Publication No. 409-1964. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 60 pp. $.25.

This guide for baby sitters could be used in preparing workers in child-centered occupations. Included are many practical tips on child care in such areas as safety, games, bed time, feeding, and parents' responsibilities to a sitter.

233. United States Department of Labor, Bureau of Employment Security.
SR Choosing Your Occupations. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 16 pp.

This pamphlet includes career guidelines for high school students.

234. United States Department of Labor, Bureau of Employment Security.
SR Counseling and Employment Service for Youth. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1962, 84 pp. $.40.

The inclusion of a state supervisor of youth service was made mandatory for each State Employment Service Office in 1961. The objective of the service is "to provide counseling and placement services to all those youth who are leaving school to enter the labor market and who have not already made vocational decisions and arranged for employment." The general procedures of such services are outlined in this booklet as well as a variety of sample forms, tests, cards, and letters used in several states.

235. United States Department of Labor, Bureau of Employment Security. How to Get and Hold the Right Job. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 19 pp. $.10.
SR

This pamphlet provides tips on how to get and hold the right job. Included discussions of what to look for in a job, where to go for job leads, letters of application, interviews, why workers lose their jobs, and getting ahead in your field.

236. United States Department of Labor, Bureau of Employment Security. Job Guide for Young Workers. Washington: Superintendent of Documents, United States Government Printing Office, 1963, 89 pp. $.45.
SR

See Annotation 141.

237. United States Department of Labor, Bureau of Labor Standards. History of Federal Regulation of Child Labor. Leaflet No. 5. Washington: Superintendent of Documents, United States Government Printing Office, 1959.

Congress enacted a Child Labor Act in 1916 which was later declared unconstitutional. Other attempts were made and an amendment to the Constitution which declared the right of Congress to set limits on the labor of persons under 18 was proposed. The Federal Fair Labor Standards Act was enacted in 1938. These are the major facts given in this brochure.

238. United States Department of Labor, Bureau of Labor Standards. Some Facts for Young Workers About Work and Labor Laws. Bulletin No. 208. Washington: Superintendent of Documents, United States Government Printing Office, 1959, 21 pp. $.15.
SR

This bulletin is divided into two parts. Part I deals with the obligations, responsibilities, and opportunities of the world of work; Part II is designed to help students gain a greater understanding of state and federal labor laws.

239. United States Department of Labor. Dictionary of Occupational Titles. Washington: Superintendent of Documents, United States Government Printing Office, 1963.
SR

Volume I lists jobs in job families with job definitions. Volume II groups jobs according to worker's traits and is more applicable for use as a counseling tool.

240. United States Department of Labor. Occupational Outlook Handbook.
SR Bulletin No. 1300. Washington: Superintendent of Documents, United States Government Printing Office, 1963-64, 830 pp. $4.75.

The introductory part of this publication is designed to help counselors and students make effective use of the handbook. It describes the content and organization of the book, suggests supplementary sources of occupational information, and describes some of the most important trends in population and employment.

The main body of the book is arranged in chapters dealing with the various groups of related occupations. The following information is discussed for each occupation: nature of work; place of employment; training, other qualifications and advancement; employment outlook; earnings and working conditions; and where to go for more information. Reprints of this information for many occupations may be purchased for 5 or 10 cents.

Four particular reprints are of interest:
Employment Outlook in Restaurant Occupations, Bulletin No. 1375-107
Employment Outlook in Hotel Occupations, Bulletin No. 1375-97
Employment Outlook in Baking Industry, Bulletin No. 1375-90
Employment Outlook for Salesmen: Retail Stores, Wholesale Trade, Manufacturing, Bulletin No. 1375-54

241. United States Department of Labor, Women's Bureau. Careers for Women as Technicians. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 27 pp. $.20.

See Annotation 153.

242. United States Department of Labor, Women's Bureau. Careers for
SR Women in Retailing. Bulletin No. 271. Washington: Superintendent of Documents, United States Government Printing Office, 1963. $.25.

Careers for women in the retailing industry are described as to trends, job description, earnings, hours, vacations and other benefits. The significance of the industry to the national economy is emphasized.

243. United States Department of Labor, Women's Bureau. Suggestions to
SR Women and Girls on Training for Future Employment. Leaflet 33. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, 11 pp. $.10.

Evidently designed as an "attention getter," this leaflet lists the places where job training for occupations not requiring a college degree may be obtained. It is factual, illustrated, and easy to read.

244. United States Department of the Interior, Bureau of Indian Affairs, Branch of Education. Housekeeping in Boarding and Day Schools. Washington: United States Department of the Interior, 1962, 290 pp.
SR

An extremely comprehensive outline of housekeeping duties is presented in a step-by-step organization. The material could be easily adapted for use in teaching.

245. University of Vermont. The Female School Dropout. Miscellaneous Publication 44. Burlington, Vermont: Vermont Agricultural Experiment Station, University of Vermont, 1964, 39 pp.

See Annotation 98.

246. Venn, Grant. Man, Education, and Work. Washington: American Council on Education, 1785 Massachusetts Avenue, N.W., 1964. $1.50.

See Annotation 102.

247. Watson, Marjorie E. and Irving M. Brown. "Help Wanted." New York: Human Relations Aids, 104 East 25th Street, 1960, 22 pp. $1.25.
SR

See Annotation 103.

248. Wigney, Trevor. The Education of Women and Girls in a Changing Society--A Selected Bibliography with Annotations. Educational Research Series No. 36. University of Toronto: Department of Educational Research, Ontario College of Education, 1965, 76 pp. $1.00.
SR

See Annotation 105.

249. Wingate, John W. and Carroll A. Nolan. Fundamentals of Selling. Cincinnati: South-Western Publishing Company, 1959, 672 pp.
SR

This book could be used as a source book for teachers working in a retailing program. Effective selling as it exists in business today is highlighted.

250. Winter, Elmer. A Woman's Guide to Earning a Good Living. New York: Simon and Schuster, Inc., 1961, 401 pp.

See Annotation 162.

251. Woodring, Paul, ed. "Education of Women." Saturday Review, XLVI (May 18, 1963), pp. 64-70, 81-82.

The role of women and women's education has been debated from the beginning of time. Writers, poets, and society have created a dichotomy of roles for women--the idealistic and the realistic. These writers suggest some changes and improvements needed in the education of women.

Contributors for "The Education of Women" are Nell Eurich, Assistant Professor of English, New York University; Edward Eddy, Jr., President of Chatham College; and Pauline Tompkins, General Director of the American Association of University Women.

252. "Work Study Plan Involves Total Education." Guidance Newsletter.
SR Chicago: Science Research Associates, 259 East Erie Street, September, 1962.

This newsletter discusses a work-study project in Chicago made successful through the combined efforts of the school board; Carson, Pirie, Scott, and Co.; and a grant from the Ford Foundation. Sixty boys and girls, 16 and over, were included in this pilot project.

253. Zapoleon, Marguerite Wykoff. Occupational Planning for Women.
SR New York: Harper and Brothers, 1961, 239 pp.

See Annotation 106.

SECTION IV

EMPLOYMENT EDUCATION--POST HIGH SCHOOL

254. American Bakers Association. There is a Future for You in the
SR Baking Industry. Chicago: 20 North Wacker Drive, 20 pp.

See Annotation 106.

255. American Medical Association, Committee on Community Service, Woman's Auxiliary to the American Medical Association. How to Plan a Community Homemaker Service. Chicago: 535 North Dearborn Street, 1963, 32 pp.

Outlined in this pamphlet are suggestions for plans and procedures in establishing a community homemaker service. Specific help is provided in the form of a sample constitution and by-laws, staff requirements, financial arrangements, recruitment and training of Homemakers, and cooperation with other community agencies. Many sample forms, such as application blanks and report blanks, are shown.

256. American Vocational Association. Pilot Training Programs in Home Economics. Washington: The American Vocational Association, Inc., 1510 H Street, N.W., 20005, 15 pp.

See Annotation 2.

257. Baer, Max F. and Edward C. Roeber. Occupational Information. Chicago: Science Research Associates, Inc., 1958, 495 pp.

See Annotation 165.

258. Brigham, Grace H. Housekeeping for Hotels, Motels, Hospitals,
SR Clubs, and Schools. New York: Ahrens Publishing Company, Inc., 1962, 158 pp.

See Annotation 168.

259. Burchill, George W. Work-Study Programs for Alienated Youth. Chicago: Science Research Associates, 1962, 261 pp.

See Annotation 12.

260. California State Department of Education. A Directory of Occupation-Centered Curriculums in California Junior Colleges and Schools for Adults. Sacramento: California State Department of Education, 1962, 40 pp.

A source of information on the occupational offerings of the many California junior colleges and schools for adults. It is organized around the various employment classifications. Several of the curriculum offerings are related to home economics.

261. California State Department of Education, Bureau of Homemaking Education. Technical and Semiprofessional Jobs for Women. Progress Report. Sacramento: State Department of Education, 1962, 40 pp.

See Annotation 13.

262. Canada. Department of Labour of Canada, Women's Bureau. Vocational and Technical Training for Girls. Ottawa: Queen's Printer, 1963, 96 pp. $.75.

See Annotation 14.

263. Career Clinic for Mature Women, Inc. Career Clinic for Mature Women Inc. of Greater Minneapolis Guidebook. Minneapolis: Career Clinic for Mature Women, Inc., 127 City Hall, 1964, 35 pp.

In 1958 a career clinic was started in Minneapolis to train and retrain mature women for employment with such courses as Typing and Office Practices, Introductory Nurse Aide Training, Food Services Training, and Family Aide Training. The total program is described and evaluated quite favorably.

264. SR Chronicle Guidance Publications. Chronicle Occupational Briefs. Moravia, New York: Chronicle Guidance Publications, Inc.. $.35 each.

See Annotation 172.

265. SR Cooper, Joseph D. A Woman's Guide to Part-time Jobs. Garden City, New York: Doubleday and Company, Inc., 1963, 297 pp.

See Annotation 111.

266. Denver Public Schools, Adult, Vocational, and Technical Education Annual Report. Emily Griffith Opportunity School. Denver: Denver Public Schools, 1963, 20 pp.

The Emily Griffith Opportunity School is a publicly supported adult education program named for its founder, Emily Griffith. In 1916 the opportunity school opened its doors to all adults who wanted to learn, irrespective of age, race, religion, nationality, and socio-economic status. One of the broad areas of study the adult student may select is homemaking education which, until recently, was primarily concerned with the homemaker in the home. Job-oriented programs involving home-related skills are now in the initial stages of development.

267. Feingold, S. Norman and Harold List. How to Get That Part-time Job. New York: Arco Publishing Company, Inc., 1958, 92 pp.

See Annotation 176.

268. Greenleaf, Walter James. Occupations and Careers. New York:
SR McGraw-Hill Book Company, Inc., 1955, 579 pp.

See Annotation 114.

269. Hall, Guin. "Home Economics Forerunner for the Future." Practical Forecast, X (May, 1965), pp. 25, 42.

See Annotation 180.

270. Hill, Wendell P. Planning My Future. Chicago: Science Research
SR Associates, 1958, 34 pp.

See Annotation 180.

271. Illinois Teacher of Home Economics. Volume VIII. Urbana, Illinois: 342 Education Building, University of Illinois, 61803, 1964-65. $3.00/year, $.50/copy.

See Annotation 28.

272. Indiana Restaurant Association, Inc. Guide to Job Descriptions in the Indiana Restaurant Industry. Indianapolis: Indiana Employment Security Division, 1957, 63 pp.

See Annotation 183.

273. Indianapolis Public Schools. Homemaking Aide Training Manual. Indianapolis: Division of Curriculum and Supervision, 1644 Roosevelt Avenue, 1963, 26 pp.

The Indiana State Board of Health, Indiana Employment Security Division, Indiana Department of Public Instruction and the Indianapolis Adult Education and Extended School Services cooperated in the development of this outline of a training course for Homemaking Aides.

274. Kagan, Esther. "Women." Adult Leadership, XIII (November, 1964), pp. 147-148.

See Annotation 31.

275. Kiplinger, W. M., ed. "Technical Schools--Key to Opportunity." Changing Times, XVII (October, 1963), pp. 31-3.

The demand for trained technicians continues to soar. The annual demand will be four or five times the number being educated. Since programs are not overcrowded and are expanding, high school graduates should not overlook this type of post-high school training. This article discusses various technical programs, places where training is available, and approximate costs of this kind of education.

276. LeBaron, Helen R. "Home Economics Beyond the High School." The Bulletin of the National Association of Secondary-School Principals, XLIII (December, 1964), pp. 73-79.

The various possibilities for studying home economics beyond high school are described in terms of subject matter taught, occupations prepared for, and the qualifications required for participation. Included are the post-high school programs in area vocational schools and technical institutes, community colleges, and college and university programs.

277. SR Lefler, Janet, Francois Blanc, and Louis Sack. The Waiter and His Public. New York: Ahrens Publishing Company, Inc., 1959, 109 pp.

See Annotation 185.

278. SR Lifton, Walter M., ed. Keys to Vocational Decisions. Chicago: Science Research Associates, 1964, 521 pp.

See Annotation 186.

279. SR Metropolitan Life Insurance Company. Mothers at Work. New York: Metropolitan Life Insurance Company, 16 pp.

This booklet was prepared to help working mothers by providing suggestions to make their dual role easier.

280. SR Murphy, James M. Handbook of Job Facts. Chicago: Science Research Associates, Inc., 1963, 98 pp.

See Annotation 122.

281. SR National Restaurant Association. Careers in Quantity Food Service. Chicago: 1530 Lake Shore Drive, 1958, 19 pp.

See Annotation 192.

282. SR National Restaurant Association. New Horizons in Food Service Careers. Chicago: 1530 North Lake Shore Drive, 1958.

See Annotation 193.

283. National Restaurant Association. Vocational Guidance Manual for the Food Service Industry. Chicago: National Restaurant Association, 1530 Lake Shore Drive, 1958, 20 pp.
SR

See Annotation 194.

284. Nye, Bernard C. and William B. Logan. "Courses for Upgrading the Vocational Skills of Adults." Theory Into Practice, III (December, 1964), pp. 179-184.

Described are existing vocational education programs for adults by types and areas of instruction (such as D.E.). The rationale for such education is given.

285. Ogilvie, William K. "Occupational Education and the Community College." Educational Leadership, XXII (January, 1965), pp. 244-6, 284.

See Annotation 51.

286. President's Council on Aging. Do You Have Homemaker Service in Your Town? Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963. $.05.

A four-page leaflet describing the function of a homemaker service and suggested methods for establishing such a program.

287. Prosser, Charles A. and Calvin S. Sifferd. Selecting an Occupation. Bloomington, Illinois: McKnight & McKnight Publishing Company, 1953.
SR

See Annotation 197.

288. Reinwald, Clio. "Education for Employment." The Bulletin of the National Association of Secondary School Principals, XLIII (December, 1964), pp. 28-37.

See Annotation 64.

289. Science Research Associates. Occupational Briefs on America's Major Job Fields. Chicago: Science Research Associates, 259 East Erie Street, 1961. $.35 each.
SR

See Annotation 205.

290. Shoemaker, Byrl R. "Preemployment Training for Out-of-School Youth and Adults." Theory Into Practice, III (December, 1964), pp. 175-78.

See Annotation 70.

291. Slocum, W. L. and La Mar T. Empey. Occupational Planning by Young Women. Bulletin 568. Pullman, Washington: Agriculture Experiment Station, Washington State University, 1956.

See Annotation 206.

292. Smith, Harold T. Education and Training for the World of Work. Kalamazoo, Michigan: The W. E. Upjohn Institute for Employment Research, 1963, 165 pp.

See Annotation 72.

293. SR State of Illinois, Department of Labor, Bureau of Employment Security. Timely Tips for Job Seekers. Springfield: Department of Labor, 1963.

See Annotation 207.

294. SR State of Illinois, Vocational Guidance Service. Cooks and Chefs. D.O.T. 2-26. Springfield: 405 Centennial Building, 1963.

See Annotation 136.

295. SR State of Washington, State Board for Vocational Education, Home Economics Division. Occupational Literature on Home Economics and Related Vocations. H. E. Bulletin No. 23. Olympia, Washington: State Board for Vocational Education.

See Annotation 210.

296. SR The Institute for Research. Career Research Monographs. Chicago: The Institute for Research. $.95.

See Annotations 215-223.

297. SR United States Department of Health, Education, and Welfare, Office of Education. Food Service Industry, Training Programs and Facilities. Vocational Division Bulletin No. 298. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 103 pp. $.65.

See Annotation 222.

298. SR United States Department of Health, Education, and Welfare, Office of Education. Management Problems of Homemakers Employed Outside the Home. Vocational Division Bulletin No. 289. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 153 pp. $.65.

See Annotation 224.

299. United States Department of Health, Education and Welfare, Office of Education. Organization and Effective Use of Advisory Committees. Vocational Division Bulletin No. 288. Washington: Superintendent of Documents, United States Government Printing Office, 1960, 75 pp. $.30.

See Annotation 226.

300. United States Department of Health, Education and Welfare, Office of Education. Vocational Education in the Next Decade--Proposals for Discussion. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1961, 197 pp.

See Annotation 84.

301. SR United States Department of Health, Education and Welfare, Social Security Administration. Social Security. OASI-413. Washington: Social Security Administration, 1961.

See Annotation 228.

302. SR United States Department of Health, Education and Welfare, Social Security Administration. Three Who Came Back. OASI-38B. Washington: Superintendent of Documents, United States Government Printing Office, 20210, 1963, 16 pp. $.25.

See Annotation 229.

303. United States Department of Labor, Bureau of Employment Security. Counseling and Employment Service for Youth. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1962, 84 pp. $.40.

See Annotation 234.

304. SR United States Department of Labor, Bureau of Employment Security. How to Get and Hold the Right Job. Washington: Superintendent of Documents, United States Government Printing Office, 1962, 19 pp. $.10.

See Annotation 235.

305. SR United States Department of Labor. Dictionary of Occupational Titles. Washington: Superintendent of Documents, United States Government Printing Office, 1963.

See Annotation 239.

306. SR United States Department of Labor. Occupational Outlook Handbook. Bulletin No. 1300. Washington: Superintendent of Documents, United States Government Printing Office, 1963-64, 830 pp. $4.75.

See Annotation 240.

307. United States Department of Labor, Women's Bureau. Careers for Women as Technicians. Washington: Superintendent of Documents, United States Government Printing Office, 1961, 27 pp. $.20.

See Annotation 153.

308. United States Department of Labor, Women's Bureau. Careers for Women in Retailing. Bulletin No. 271. Washington: Superintendent of Documents, United States Government Printing Office, 1963. $.25.

See Annotation 242.

309. United States Department of Labor, Women's Bureau. How to Conduct an Earning Opportunities Forum. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1956, 15 pp. $.15.

An earning opportunities forum is a one-day meeting to bring together older women who are seeking earning opportunities, employers who are seeking workers, and community members interested in the employment of older women. Described in this booklet are actual procedures for conducting a forum such as committees and their duties, a sample program, and suggested publicity.

310. SR United States Department of Labor, Women's Bureau. Memo on Job-Finding for the Mature Woman. Leaflet 13. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1963. $.05.

Contained in this leaflet are tips to finding a job for the mature woman and recent developments in the area of social security applicable to her.

311. SR United States Department of Labor, Women's Bureau. Suggestions to Women and Girls on Training for Future Employment. Leaflet 33. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1964, 11 pp. $.10.

See Annotation 243.

312. SR United States Department of Labor, Women's Bureau. Training Opportunities for Women and Girls. Bulletin 274. Washington: Superintendent of Documents, United States Government Printing Office, 20402, 1961, 64 pp. $.30.

See Annotation 96.

313. SR United States Department of Labor, Women's Bureau. *Who Are the Working Mothers?* Leaflet 37. Washington: *Superintendent of Documents, Unit*ed States Government Printing Office, 20402. $.05.

Presented are a list of the frequently asked questions regarding working mothers and the latest statistical answers.

314. SR United States Department of the Interior, Bureau of Indian Affairs, Branch of Education. *Housekeeping in Boarding and Day Schools.* Washington: United States Department of the Interior, 1962, 290 pp.

See Annotation 244.

315. University of Vermont. *The Female School Dropout.* Miscellaneous Publication 44. Burlington, Vermont: Vermont Agriculture Experiment Station, University of Vermont, 1964, 39 pp.

See Annotation 98.

316. Venn, Grant. *Man, Education, and Work.* Washington: American Council on Education, 1785 Massachusetts Avenue, N.W., 1964. $1.50.

See Annotation 102.

317. SR Watson, Marjorie E. and Irving M. Brown. "Help Wanted." New York: Human Relations Aids, 104 East 25th Street, 1960, 22 pp. $1.25.

See Annotation 103.

318. SR Wigney, Trevor. *The Education of Women and Girls in a Changing Society--A Selected Bibliography with Annotations.* Educational Research Series No. 36. University of Toronto: Department of Educational Research, Ontario College of Education, 1965, 76 pp. $1.00.

See Annotation 105.

319. SR Wingate, John W. and Carroll A. Nolan. *Fundamentals of Selling.* Cincinnati: South-Western Publishing Company, 1959, 672 pp.

See Annotation 249.

320. SR Winter, Elmer. *A Woman's Guide to Earning a Good Living.* New York: Simon and Schuster, Inc., 1961, 401 pp.

See Annotation 162.

321. Woodring, Paul, ed. "Education of Women." *Saturday Review*, XLVI (May 18, 1963), pp. 64-70, 81-82.

See Annotation 251.

322. Zapoleon, Marguerite Wykoff. Occupational Planning for Women.
SR New York: Harper and Brothers, 1961, 239 pp.

See Annotation 106.

SECTION V

EMPLOYMENT EDUCATION FOR SLOW LEARNERS

323. Carson, Esther O. Campus Work Experience. Castro Valley,
SR California: 18623 Lake Chabot Road, 1962, 67 pp. $1.90.

Campus Work Experience is a training work-text which may be used before or concurrently with a "school service" work experience program. On-campus work experiences in the school cafeteria and as a custodian's assistant are described.

324. Carson, Esther O. and Flora M. Daly. Teenagers Prepare for Work,
SR Book I. Castro Valley, California: 18623 Lake Chabot Road,
1958, 84 pp. $1.85.

This work-text is suitable for use in preparing the slow learner in the secondary school to take his place in society. It may be used as a tool to develop the skills and attitudes necessary for success in occupations such as factory worker, newsboy, waitress, babysitter, service station attendant, and mechanic's helper.

325. Carson, Esther O. Teenagers Prepare for Work, Book II. Castro
SR Valley, California: 18623 Lake Chabot Road, California, 1958,
84 pp. $1.85.

A work-text similar to Book I but it discusses skills and attitudes necessary for success in part-time jobs such as work in dog kennels, roadside stands and hospitals. Materials are also included which may be used in an "orientation to the world of work" unit for slow learners.

326. Rochester Board of Education, Department of Special Education.
SR Rochester Occupational Reading Series: Bakeries. Syracuse,
New York: Syracuse University Press, 1957, 64 pp.

This work-text is similar in content and objectives to Restaurants and Cafeterias but emphasizes skills and attitudes essential for successful employment in bakeries.

327. Rochester Board of Education, Department of Special Education.
SR Rochester Occupational Reading Series: Restaurants and Cafeterias. Syracuse, New York: Syracuse University Press, 1954,
48 pp.

This work-text is designed to meet the needs of special education students in the secondary school. Emphasis is placed on improvement in reading and writing as well as knowledge, skills, and attitudes necessary for success in occupations in restaurants and cafeterias.

328. Novak, Benjamin J. and Mina E. Sundheim. "Careers for Potential Dropouts." *Education*, LXXXV (December, 1964), pp. 199-205.

See Annotation 49.

329. United States Department of Health, Education and Welfare, Office of Education and Office of Vocational Rehabilitation. *Preparation of Mentally Retarded Youth for Gainful Employment.* Office of Education Bulletin 1959 No. 28. Washington: Superintendent of Documents, United States Government Printing Office, 20210, 86 pp. $.35.

See Annotation 82.